

Dave Stewart

From: Dave Stewart
Sent: Monday, 16 March 2020 1:48 PM
To: Filly Morgan
Cc: Dave Stewart; Julia Sheedy; Jessica Martin
Subject: FW: COVID-19 workforce data collection to commence today

Importance: High

Hi Filly,

Please see incoming email from PSC. A nominated coordinating officer is required to be submitted to Wade Fuller (Details below).

Thanks
Tina

From: Robert Setter <Robert.Setter@psc.qld.gov.au>
Sent: Monday, 16 March 2020 11:38 AM
To: Arthur O'Brien <Arthur.O'Brien@csyw.qld.gov.au>; Brad Lang <Brad.Lang@desbt.qld.gov.au>; Brenda Parker (DNRM) <Brenda.Parker@dnrm.qld.gov.au>; Doug Smith <doug.smith@qfes.qld.gov.au>; Filly Morgan <filly.morgan@premiers.qld.gov.au>; Geoff Waite <geoff.waite@treasury.qld.gov.au>; James Koulouris <James.Koulouris@dcs.qld.gov.au>; Jeff Hunt <Jeff.Hunt@det.qld.gov.au>; Jennifer Rossiter (Communities) <jennifer.rossiter@communities.qld.gov.au>; Kathy Parton (DATSIP) <kathy.parton@datsip.qld.gov.au>; Megan Barry <megan.barry@psc.qld.gov.au>; Michael McKee <Michael.McKee@dsmip.qld.gov.au>; Peter Carlson (DLGRMA) <peter.carlson@dlgrma.qld.gov.au>; peter.cook@justice.qld.gov.au; Peter Griffin <peter.griffin@psba.qld.gov.au>; robyn.turbit@hpw.qld.gov.au; Sinead McCarthy <Sinead.McCarthy@daf.qld.gov.au>; Susan Chrisp (DES) <susan.chrisp@des.qld.gov.au>; Tracy.a.o'bryan@tmr.qld.gov.au
Cc: Barbara.Phillips@health.qld.gov.au; @PSC SMG <PSCSLT@premiers.qld.gov.au>; Beth Woods (DAF) <beth.woods@daf.qld.gov.au>; Bob Gee (Communities) <Bob.Gee@csyw.qld.gov.au>; Chris Sarra (DATSIP) <Chris.sarra@datsip.qld.gov.au>; Clare O'Connor (DCDSS) <Clare.O'Connor@communities.qld.gov.au>; Damien Walker (DITID) <damiel.walker@ditid.qld.gov.au>; Dave Stewart <david.stewart@premiers.qld.gov.au>; David Mackie (DJAG) <david.mackie@justice.qld.gov.au>; Deidre Mulkerin (CSYW) <deidre.mulkerin@csyw.qld.gov.au>; John Wakefield (Health) <john.wakefield@health.qld.gov.au>; Frankie Carroll (Treasury) <frankie.carroll@treasury.qld.gov.au>; Greg Leach (QFES) <greg.leach@qfes.qld.gov.au>; James Purtill <james.purtill@dnrm.qld.gov.au>; Jamie Merrick (DES) <Jamie.merrick@des.qld.gov.au>; Comm QPS <commissioner@police.qld.gov.au>; Liza Carroll (HPW) <liza.carroll@hpw.qld.gov.au>; Mary-Anne Curtis (DESBT) <mary-anne.curtis@desbt.qld.gov.au>; Neil Scales (TMR) <neil.z.scales@tmr.qld.gov.au>; Peter Martin (Corrections Services) <peter.martin@corrections.qld.gov.au>; Rachel Hunter (DSDMIP) <Rachel.hunter@dsmip.qld.gov.au>; Robert Setter <Robert.Setter@psc.qld.gov.au>; Toni Power (Coordinator General) <toni.power@coordinatorgeneral.qld.gov.au>; Tony Cook (QED) <Tony.COOK@qed.qld.gov.au>; Warwick Agnew (DLGRMA) <warwick.agnew@dlgrma.qld.gov.au>
Subject: COVID-19 workforce data collection to commence today
Importance: High

Heads of Corporate
cc: Leadership Board

Thank you to those of you who have provided feedback on the proposed employee data collection in relation to COVID-19. There has been indicative support for the proposal, however with the situation evolving each day, the need for this data has now increased.

As a result, I am now requesting that each agency put in place a process to report “self isolation” staff commencing today.

I acknowledge that longer implementation timeframes were proposed last week, however there is an emergent requirement that every agency now begins to provide the *best possible data on a daily basis*.

I understand that systems will be under development to ensure our data is as accurate, timely and complete as possible, and your efforts to commence this collection today and continue to improve it over the coming days, are very much appreciated.

As a reminder, the following data set will be required to be provided and updated daily:

- a) Department/agency name
- b) Total number of employees unable to work today (calculated by 1+2+3(a)), due to:
 1. COVID-19 illness (diagnosed)
 2. COVID-19 caring responsibilities (including caring for sick dependents, caring for self-isolated dependents, or caring for well dependents who are affected by service closures)
 3. Not ill but required to self-quarantine on health advice
 - a) Not working from home (and accessing leave arrangements other than carer’s leave)
 - b) Working from home

Please provide the name of your **nominated coordinating officer** to Wade Fuller (Wade.Fuller@psc.qld.gov.au).

You will recall that departments will be responsible for supporting the public service offices and entities within their respective portfolios.

To provide this employee data collection, which is **now required by 5 pm on a daily basis**, your nominated officer should access the following link: [PSC COVID-19 Data Collection](#)

Rob



Robert Setter

Commission Chief Executive
Public Service Commission

P 07 3003 2810

E robert.setter@psc.qld.gov.au W psc.qld.gov.au
Level 27, 1 William Street, Brisbane QLD 4000

Novel Coronavirus

What are the symptoms:



Fever



Cough



Fatigue



Sore throat



Shortness of breath

How to stop it spreading:



Wash hands regularly



Cover coughs and sneezes



Stay home if unwell

If you're concerned, visit your GP or call 13HEALTH (13 43 25 84)

Released under RTI - DPC

Dave Stewart

From: Robert Setter
Sent: Wednesday, 8 April 2020 12:16 PM
To: denise.spinks@ministerial.qld.gov.au
Cc: Dave Stewart; Megan Barry
Subject: your email of this morning requesting COVID data public service
Attachments: Daily COVID-19 Report 07042020.pdf; COVID-19 Update as at 1000hrs Tuesday, 07 April 2020

Denise

Attached is the latest the daily COVID-19 report for the public service – this goes to DsG once a week, and is informed by agencies daily reporting of covid. It is not for external purposes.

The final slide which captures those working remotely is not complete but a work in progress – there is no health data available. is included in the "COVID-19 Agencies Update" circulated daily (today's due shortly) from the State Health Emergency Coordination Centre – again not for external purposes. I have attached yesterday's report – I would point out that our data was not included in that report – an oversight by SHECC.

The following high level summary is of two reports the PSC collates – the COVID data as above, **and** a report on the Employment Mobility Service we are standing up. This is not for external purposes either.

[Link to original PowerPoint.](#)

SDCC Brief

COVID-19 Data

- As at 5pm, 07/04/2020, across 35 Queensland public service agencies and representing a total of 141,157 employees:
- **32** positive COVID-19 cases.
- **1,500** employees unable to work due to COVID-19 related caring responsibilities.
- **2,559** employees required to self-quarantine (on health advice) due to COVID-19 and not working remotely.
- **2,741** employees required to self-quarantine (on health advice) due to COVID-19 and working remotely.
- **4,091** public service employees are currently unable to work due to COVID-19.

EMS

- Number on deployment today: **64**
- Total number mobilised: **110**
- Ready for mobilisation: **10**
- Current quantified demand: **193**
- Indicative available supply: **2022** (no change)
- Key skillsets demanded – regional staff, digital/ICT, business analysts, project managers, administration, call centre, HR and shared services

That is the extent of our reporting.

Is there something specifically you were interested in?

Rob



Robert Setter
Commission Chief Executive
Public Service Commission

P 07 3003 2810

E robert.setter@psc.qld.gov.au W psc.qld.gov.au
Level 27, 1 William Street, Brisbane QLD 4000

Novel Coronavirus

What are the symptoms:



Fever



Cough



Fatigue



Sore throat



Shortness of breath

How to stop it spreading:



Wash hands regularly



Cover coughs and sneezes



Stay home if unwell

If you're concerned, visit your GP or call 13HEALTH (13 43 25 84)

Daily COVID-19 Brief

Accurate as at: 5pm, 7 April 2020

Summary

- 32 positive COVID-19 cases impacting 11 agencies

Agencies reporting	Total employees
35	141,157

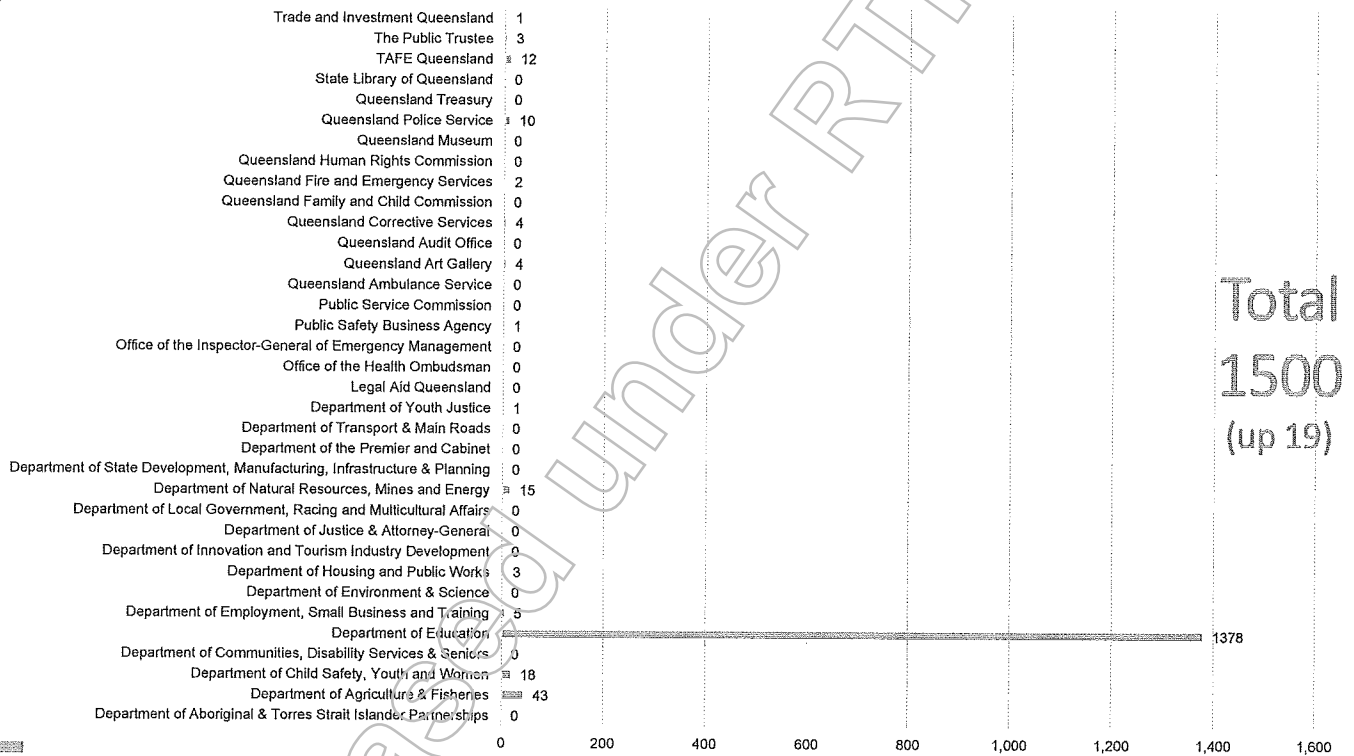
Queensland public service aggregate data	Number
Number of employees unable to work today due to testing positive to COVID-19	32
Number of employees unable to work due to caring responsibilities that are related to COVID-19	1,500
Number of employees required to self-quarantine on health advice related to COVID-19 - not working from home	2,559
Number of employees required to self-quarantine on health advice related to COVID-19 - working from home	2,741
Total number of employees not working due to COVID-19	4,091
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice)	25,108

Total number of employees not working due to COVID-19

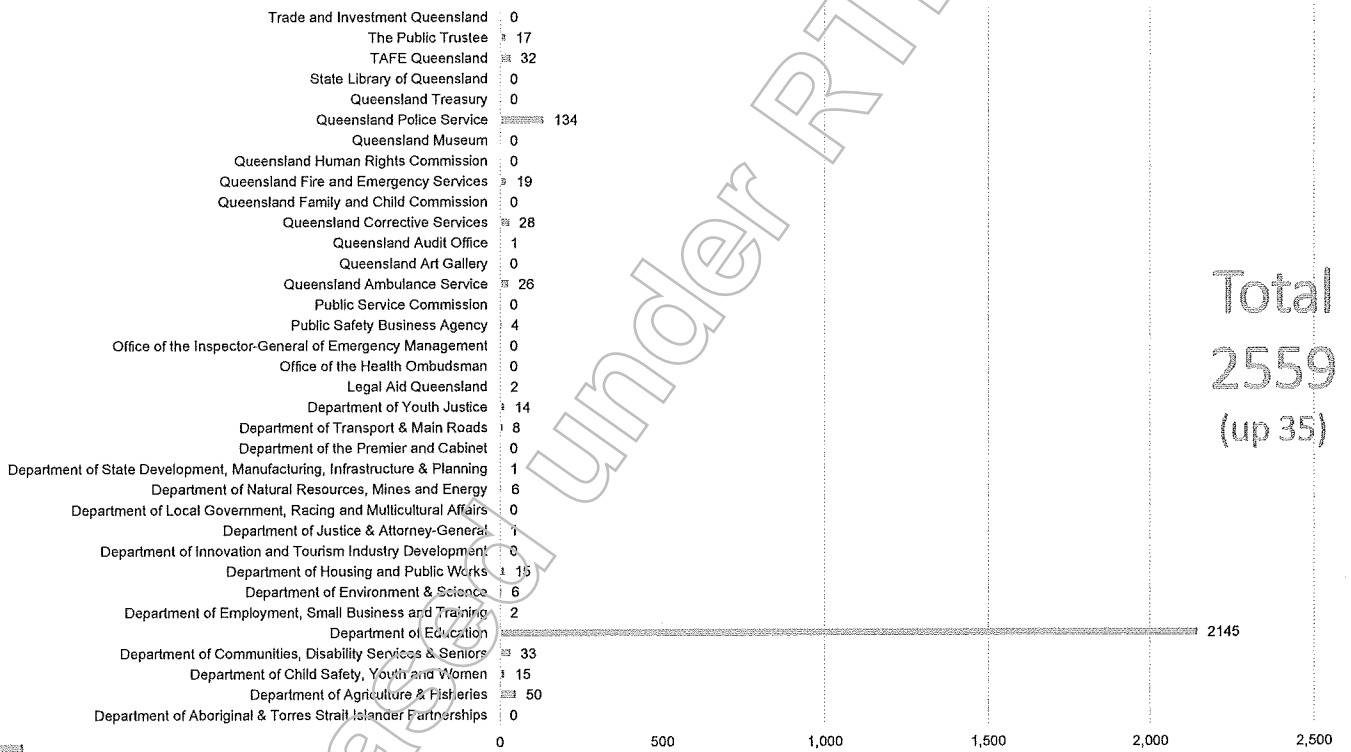


Total
4091
(up 55)

Number of employees unable to work due to caring responsibilities related to COVID-19



Number of employees required to self-quarantine on health advice due to COVID-19 - not working remotely



Number of employees required to self-quarantine on health advice due to COVID-19 - working remotely





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Developed by the
Public Service Commission

Inquiries: Wade Fuller


wade.fuller@psc.qld.gov.au



Queensland
Government

Dave Stewart

From: NGComms <sdccqfes@id.ngcomms.net> on behalf of State Disaster Coordination Centre <sdcc@qfes.qld.gov.au>
Sent: Tuesday, 7 April 2020 10:31 AM
To: Robert Setter
Subject: COVID-19 Update as at 1000hrs Tuesday, 07 April 2020
Attachments: COVID-19 Agencies Update 21 @ 1000 07_04_2020.pdf

Dear Mr Robert Setter,

Please find attached the COVID-19 Update as at 1000hrs Tuesday, 07 April 2020.

State Disaster Coordination Centre | Operations Capability
Level 3, DMC, Queensland Emergency Operations Centre, Kedron
GPO Box 1425 Brisbane QLD 4001
P: 07 3635 2387 | M: [REDACTED]
F: 07 3357 4682 | E: sdcc@qfes.qld.gov.au

Released under RTI - DPC

COVID-19 Agencies Update

Event COVID-19

Update No. 21

Report ID R16738922

Report Date 07/04/2020 at 1000hrs

Overview

- 921 confirmed cases in Queensland at 0700hrs, 06/04/2020.
- 14 new cases in the last 24 hours to 0700hrs, 06/04/2020.
- **COMDISPLAN** activated by Director General, Emergency Management Australia in response to COVID-19 on 23/03/2020.
- State level Disaster Declaration made at 1220hrs on 22/03/2020.

s.73 Not Relevant

Released under RTI - DPC



Pages 15 through 24 redacted for the following reasons:

s.73 Not Relevant

Released under RTI - DPC

s.73 Not Relevant



Released under RTI - DPC

Environmental Summary

Department of Natural Resources, Mines and Energy

Submitted By Mark Ryan Date / Time 07/04/2020 06:38hrs



s.73 Not Relevant

- Applying the advice from the Chief Health Officer with workforce thinning (currently over 65% of the workforce now working remotely), and supporting those who are not able to work remotely with advice and workplace re-design.

Released under RTI - DPC



Pages 27 through 29 redacted for the following reasons:

s.73 Not Relevant

Released under RTI - DPC

s.73 Not Relevant



Released under RTI - DPC

Approval

Prepared

Senior Sergeant Vicki Barrett

Approved

Supt Shane Holmes

Next Report

The next COVID-19 Agencies Update will be issued 08/04/2020 at 1000hrs.



Dave Stewart

From: Filly Morgan
Sent: Wednesday, 15 April 2020 4:16 PM
To: @ELT
Cc: Jessica Barge; Libby Gregoric
Subject: FW: 15/04/2020 COVID-19 workforce reporting data

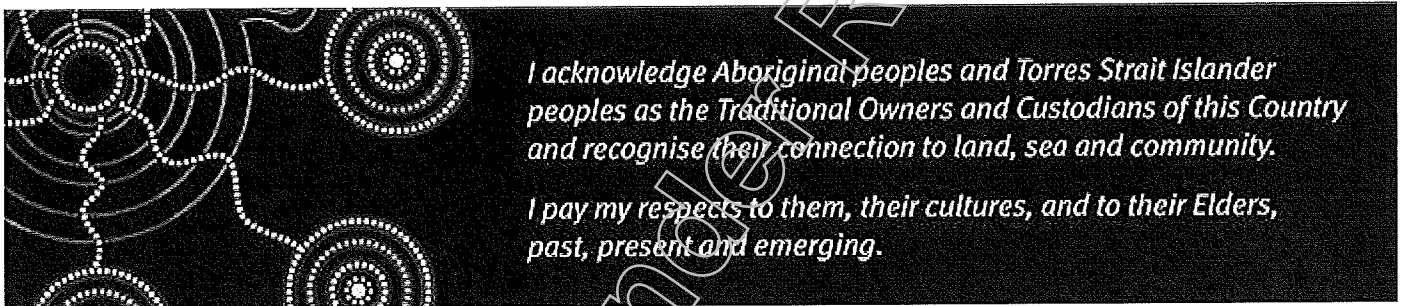


**Queensland
Government**

Filly Morgan PSM

Deputy Director-General
Corporate and Government Services
Department of the Premier and Cabinet

P 07 3003 9224 M [REDACTED]
Level 28, 1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002



From: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Sent: Wednesday, 15 April 2020 4:14 PM
To: Filly Morgan <filly.morgan@premiers.qld.gov.au>; Libby Gregoric <libby.gregoric@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>
Cc: Stuart Gamble <stuart.gamble@premiers.qld.gov.au>; Bronte Kuusik <bronte.kuusik@premiers.qld.gov.au>; Krystal Petersen <Krystal.Petersen@premiers.qld.gov.au>
Subject: 15/04/2020 COVID-19 workforce reporting data

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **15 April 2020**.

The daily DPC graph is included below.

Current figures reported to the PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, carers or self-isolated dependants)	1	0	0	1

or caring for well dependants who are affected by service closures)				
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	1	0	1
Total absences due to self-isolation on health advice - working from home	8	17	0	25
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	339	172	151	662

Additional data:

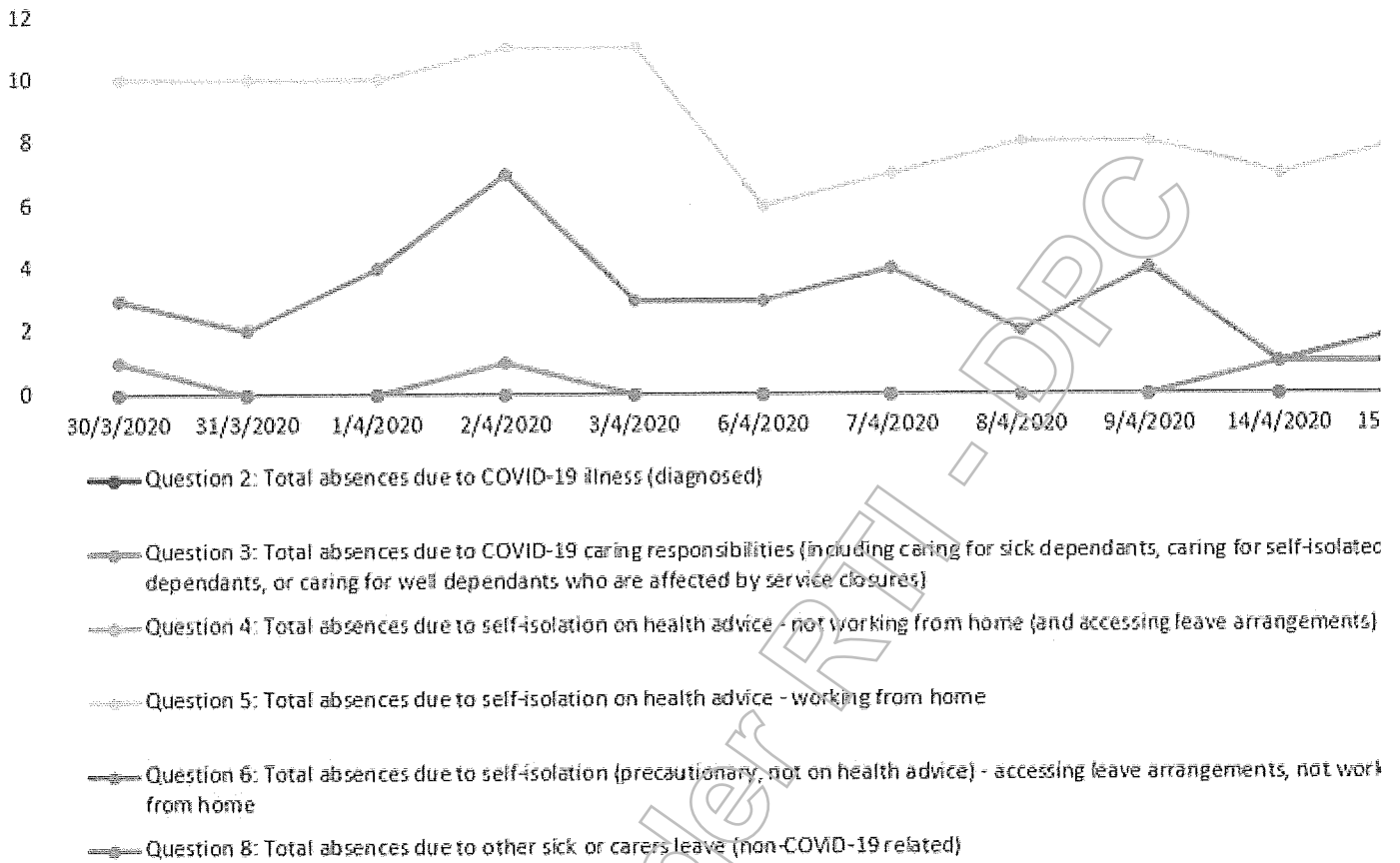
	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	2	N/A	2	4

New questions:

Total number of employees registered to volunteer to support the COVID-19 response and recovery through the Care Army (Note: this does not include staff deployed through the Community Recovery Ready Reserve or mobilisation strategy.)	29	N/A	0	29
Total number of employees registered to volunteer to support the COVID-19 response and recovery through the other organisations (e.g. Lifeline) (Note: this does not include staff deployed through the Community Recovery Ready Reserve or mobilisation strategy.)	3	N/A	0	3

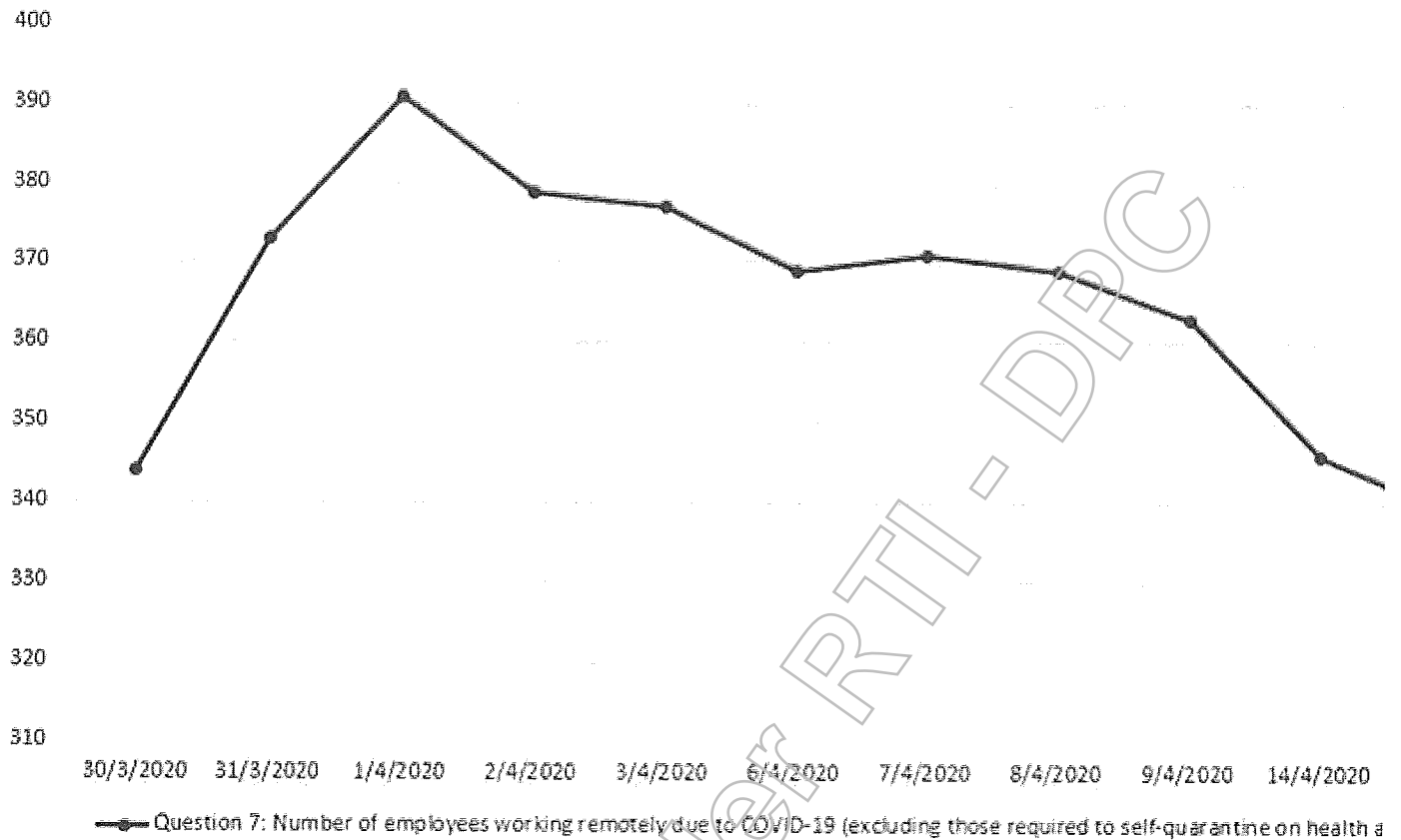
Released under RTI - DPC

30/03/2020-15/04/2020 DPC only summary (excluding TIQ & QAO)
 Questions 2,3,4,5,6,8



Released under RTI - DPC

Question 7: Number of DPC employees (excluding TIQ & QAO) working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).



Claudia Sng
 HR Consultant
Human Resource Services
 Department of the Premier and Cabinet
 P 07 3003 9034 E claudia.sng@premiers.qld.gov.au
 Level 28, 1 William Street, Brisbane QLD 4000
 PO Box 15185, City East, QLD 4000



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Dave Stewart

From: Filly Morgan
Sent: Tuesday, 14 April 2020 4:48 PM
To: @ELT
Cc: Libby Gregoric; Jessica Barge
Subject: FW: 14/04/2020 COVID-19 workforce reporting data

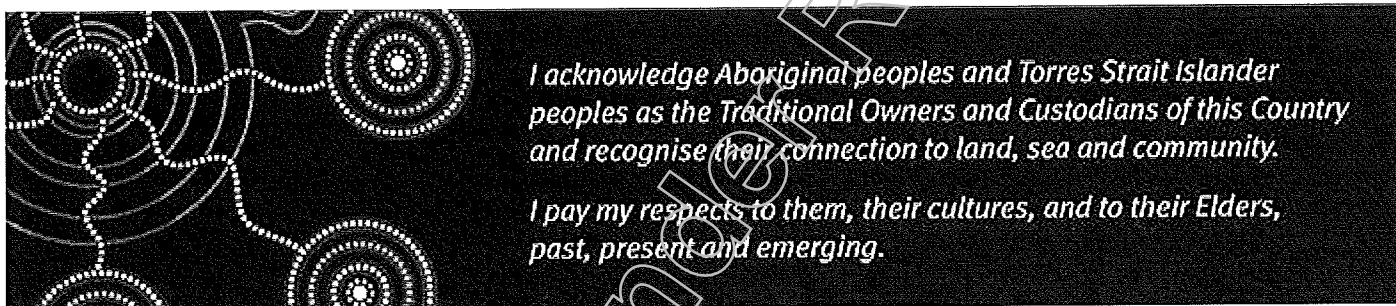


**Queensland
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Filly Morgan PSM

Deputy Director-General
Corporate and Government Services
Department of the Premier and Cabinet

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PO Box 15185, City East, QLD 4002



From: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Sent: Tuesday, 14 April 2020 4:26 PM
To: Filly Morgan <filly.morgan@premiers.qld.gov.au>; Libby Gregoric <libby.gregoric@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>
Cc: Stuart Gamble <stuart.gamble@premiers.qld.gov.au>; Samantha Mee <samantha.mee@premiers.qld.gov.au>; Bronte Kuusik <bronte.kuusik@premiers.qld.gov.au>; Krystal Petersen <Krystal.Petersen@premiers.qld.gov.au>
Subject: 14/04/2020 COVID-19 workforce reporting data

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **14 April 2020**.

Please note an additional question to help us capture the number of employees supporting Queenslanders through volunteering, with either the Care Army or other organisations has been added. I will create a separate graph for this question once we receive more data.

The daily DPC graph is included below.

Current figures reported to the PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 (all personnel)	0	0	0	0

Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	1	0	0	1
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	0	0	0
Total absences due to self-isolation on health advice - working from home	7	16	0	23
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	346	174	153	673

Additional data:

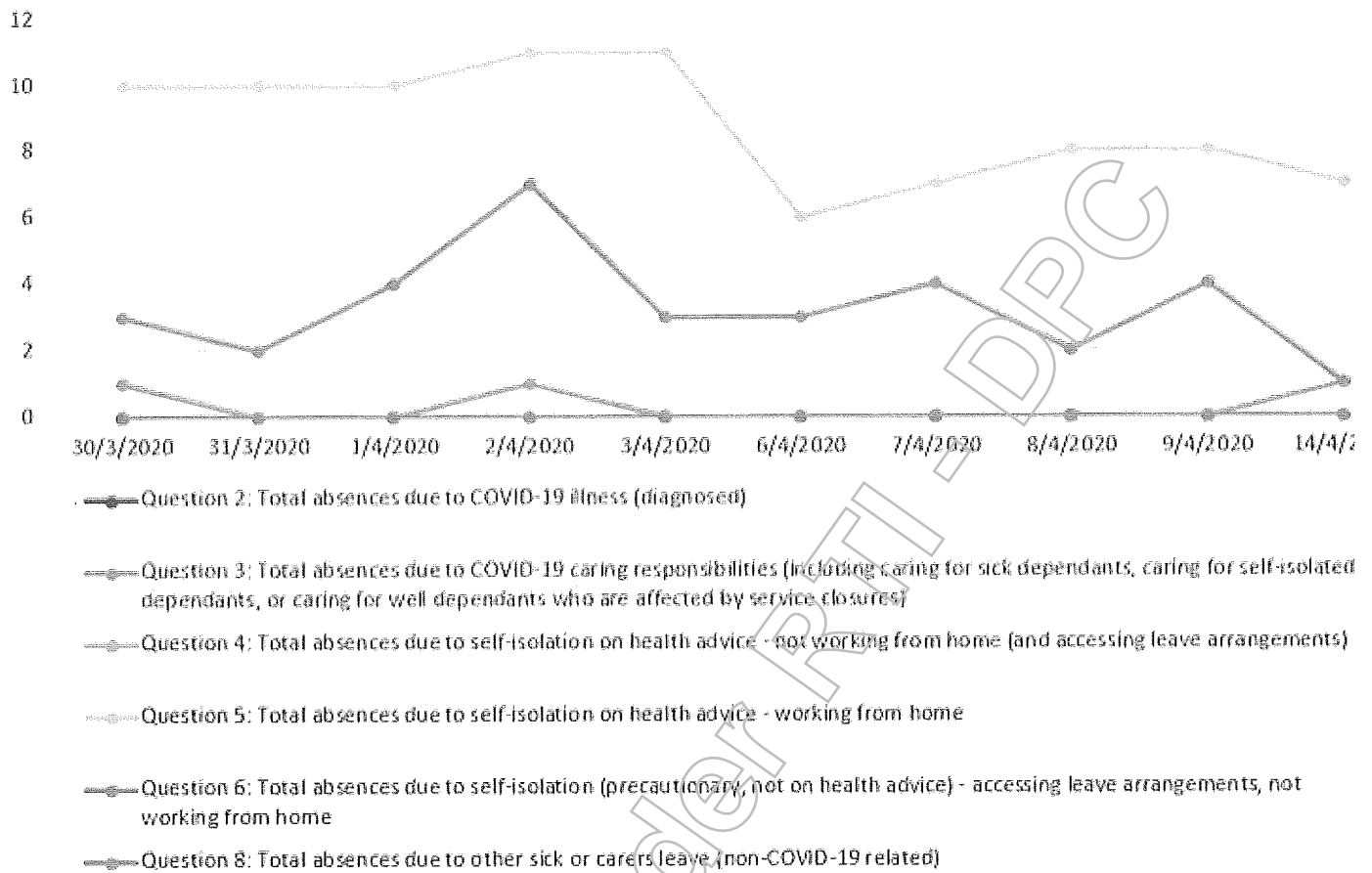
	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	1	N/A	2	3

New question:

Total number of employees registered to volunteer to support the COVID-19 response and recovery through the Care Army (Note: this does not include staff deployed through the Community Recovery Ready Reserve or mobilisation strategy.)	6	N/A	0	6
Total number of employees registered to volunteer to support the COVID-19 response and recovery through the other organisations (e.g. Lifeline) (Note: this does not include staff deployed through the Community Recovery Ready Reserve or mobilisation strategy.)	0	N/A	0	0

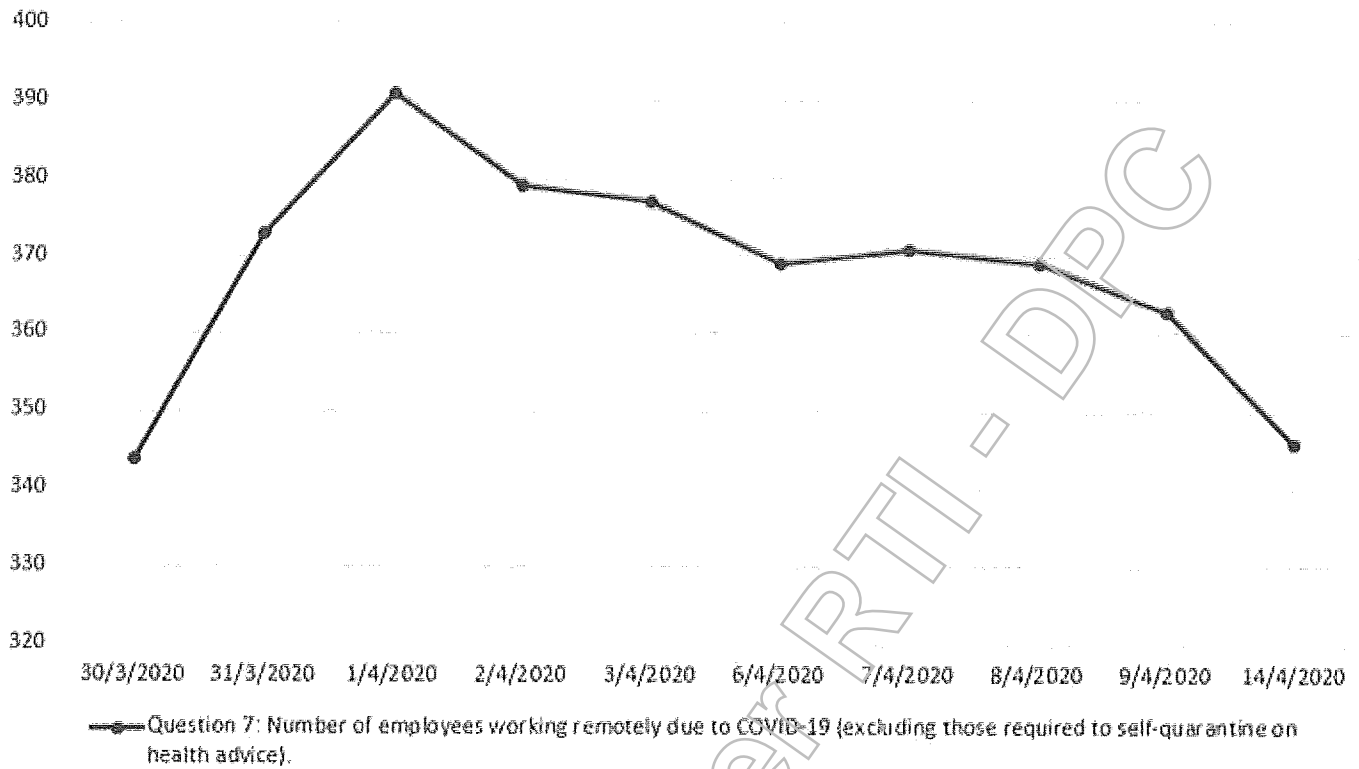
Released

30/03/2020-14/04/2020 DPC only summary (excluding TIQ & QAO)
 Questions 2,3,4,5,6,8



Released under RTI - DPC

Question 7: Number of DPC employees (excluding TIQ & QAO) working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).



Queensland
Government

Claudia Sng

HR Consultant

Human Resource Services

Department of the Premier and Cabinet

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Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4000



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Dave Stewart

From: Robert Setter
Sent: Thursday, 2 April 2020 7:51 AM
To: Beth Woods (DAF); Bob Gee (Communities); Chris Sarra (DATSIP); Clare O'Connor (DCDSS); Damien Walker (DITID); Dave Stewart; David Mackie (DJAG); Deidre Mulkerin (CSYW); John Wakefield (Health); Frankie Carroll (Treasury); Greg Leach (QFES); James Purtill; Jamie Merrick (DES); Comm QPS; Liza Carroll (HPW); Mary-Anne Curtis (DESBT); Neil Scales (TMR); Peter Martin (Corrections Services); Rachel Hunter (DSDMIP); Robert Setter; Toni Power (Coordinator Genera); Tony Cook (QED); Warwick Agnew (DLGRMA)
Cc: @PSC ELT; Craig Hunter; Vivian Sawatzki; Adam Stevenson (QFES); Arthur O'Brien; Barbara.Phillips@health.qld.gov.au; Brenda Parker (DNRM); Cecelia Christensen (QT); Doug Smith (QPS); Filly Morgan; Geoff Waite; James Koulouris; Jeff Hunt; Kathy Parton (DATSIP); Kurt Marsden (PSBAHR); Matthew Nye (Communities); Megan Barry; Michael McKee; Michael Metcalfe; peter.cook@justice.qld.gov.au; Phillip Brooks (DYJ); Rebecca Atkinson (DLGRMA); Rhiannan Howell; robyn.turbit@hpw.qld.gov.au; Sandra Mclean; Sinead McCarthy; steven.kay; Susan Chrisp (DES); Tracy.a.o'bryan@tmr.qld.gov.au; Adam Green (CAA); Alarna Lane-Mullins (QBCC); Alison Smith (QCAA); Allan Parsons (Health); AW; Andrea Tamas (BQ); Andrew Nehill (QRA); Anita Hicks (DSDMIP); Asheeka Bhardwaj (SafeFood); Belinda Bayliss; Cassie Broomfield (RTA); Catherine Shrubsole (QAO); Celia Venables; pond.charyssea; Lisa Dynes; Christine Granger (QCT); CHRO@health.qld.gov.au; Craig Allen (OIR); Cynthia Turner (QCWA); Darren Fisher (ECQ); David Baldwin (MHRT); David Hall (Health); Debbie Paterson (PSBA); Dewet Coetzee (PLA); Donna Morgan (OIR); Donna Smith (DATSIP); Elizabeth Buckby; Erica Urselmann (QAO); Genevieve Gillies-Day; Hannah Bloch (Health); Hayley Byrne (GFCQ); Heather Elliott; hr@dlgrma.qld.gov.au; hr_team@qleave.qld.gov.au; HumanResources@qra.qld.gov.au; John Bruce (QCAA); Julie Berry (QLDRA); karen.faux; GRAHAM Karenne; Keiran Burns (TIQ); Keith Tracey-Patte; Kelly Camden; Lauren Gribbin; Lauren Schodel (OIC); Leanne.Matheson; Leanne Robertson (Qld Ombudsman); Leith Mitchell (QED); Leonie Jones (EWOQ); Lois Craig (Health); mailbox@legalaid.qld.gov.au; Mark Weinert (HPW); Mark Whelan (Health); Maxine McLeod (FRCQ); Office of the information commissioner; Melissa Harris-Tutt (QRA); Michael Corne (QMHC); Michelle Palmer (JAG); Natalie Blackwell (QM); Natalie Townsend (RTA); Neil Smith; Nyree Illingsworth (DJAG);

Cc: OQPC Corporate Governance; PH; Patsy.Jones; Paul Brelsford (QRIDA); Paul Brown (QRIC); Paul Davey (CAA); Paula Sellin (QLeave); Peter Patmore (Health); Ray Clarke; Rod Francisco (Health); ST; Sandra Lerch; Sandra Slater (TMR); Sarah March (IGEM); Selena Turner (QTC); Shannan Quain; Shannon Cook; Sharon Dickman; Stephanie Attard (DJAG); Stephen Smith; Susan Sampson (Treasury); Suzi Woodrow-Read; Talia Love-Linay; Taresa Rostern (Health); Theresa Hodges; Tony James (OIR); Tracey Fellows (PG); Vanessa Kissane; Vernel Tomasich; VAN DER LAAK Vivienne; Warren Edwards (ADCQ)

Subject: Daily COVID-19 Workforce Report 01 April 2020

Attachments: Daily COVID-19 Report 01042020.pdf; COVID19 EMS Report 01042020.docx

Importance: High

Members of the Leadership Board
cc. Chief HR Officers; Heads of Corporate

I have attached detailed workforce reports of interest to us as system stewards:

1. **Numbers of COVID impacted staff by agency – (sourced through Chief HR Officers)**
2. **Numbers Employee Mobilisation Service (EMS) by agency – (sourced through Heads of Corporate)**

These reports provide agency detail behind the high level reporting published daily by the State Disaster Coordination Centre (SDCC):

01.04.2020

COVID19 impacted staff

- As at 5pm, 01/04/2020, across 35 Queensland public service agencies and representing a total of 141,157 employees:
32 positive COVID-19 cases.
- **1,130** employees unable to work due to COVID-19 related caring responsibilities.
- **1,822** employees required to self-quarantine (on health advice) due to COVID-19 and not working remotely.
- **1,910** employees required to self-quarantine (on health advice) due to COVID-19 and working remotely.
- **2,984** public service employees are currently unable to work due to COVID-19.

EMS

- Number on deployment today: **84**
- Total number mobilised: **97**
- Ready for mobilisation from Wed 01/4: **116** (up from 28)
- Current demand: **377** (up from 314)
- Available supply (identified and skills specified): **1818** (up from 1718)
- Key skillsets demanded - QPS - data entry, Health – contact tracers, digital/ICT, enforcement, call centre, disaster/emergency management reporting and support, secretariat, administrative/coordination.

It would be helpful if you advise me where your understanding of agency status is different to that in these reports

Rob



Queensland
Government

Robert Setter
Commission Chief Executive
Public Service Commission

P 07 3003 2810

E robert.setter@psc.qld.gov.au W psc.qld.gov.au

Level 27, 1 William Street, Brisbane QLD 4000

Novel Coronavirus

What are the symptoms:



Fever



Cough



Fatigue



Sore
throat



Shortness
of breath

How to stop it spreading:



Wash hands
regularly



Cover coughs
and sneezes



Stay home
if unwell

If you're concerned, visit your GP or call 13HEALTH (13 43 25 84)

Daily COVID-19 Brief

Accurate as at: 5pm, 1 April 2020

Summary

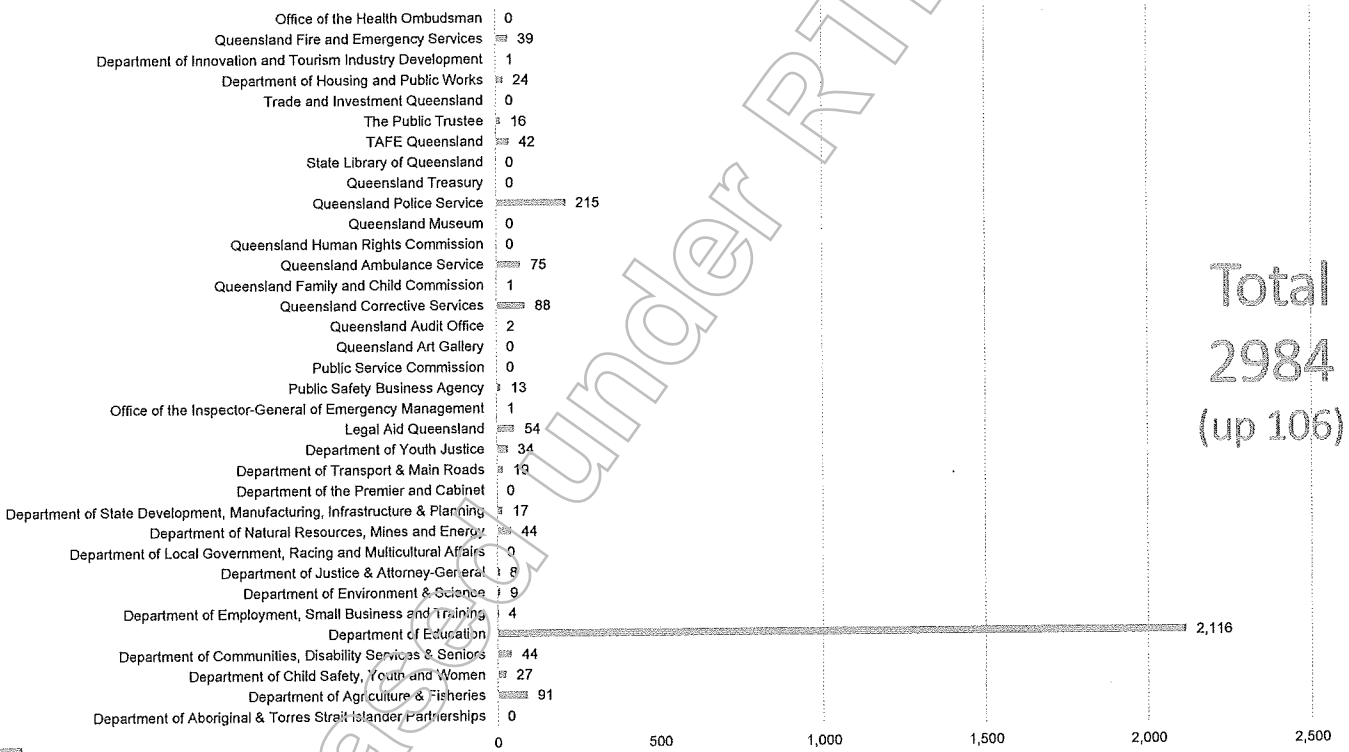
- 32 positive COVID-19 cases impacting 9 agencies

Agencies reporting	Total employees
35	141,157

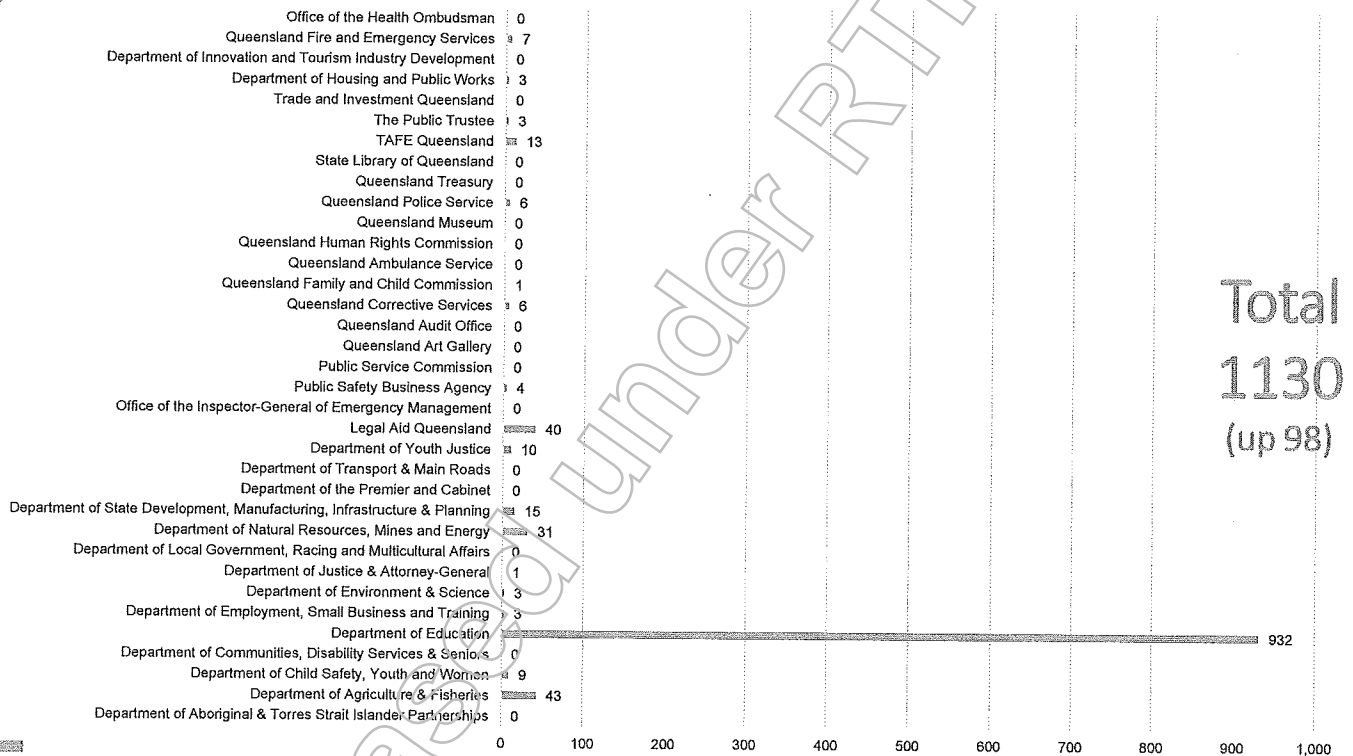
Queensland public service aggregate data	Number
Number of employees unable to work today due to testing positive to COVID-19	32
Number of employees unable to work due to caring responsibilities that are related to COVID-19	1,130
Number of employees required to self-quarantine on health advice related to COVID-19 - not working from home	1,822
Number of employees required to self-quarantine on health advice related to COVID-19 - working from home	1,910
Total number of employees not working due to COVID-19	2,984
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice)	21,770

Released under the Information Access Act 2009 - DPC

Total number of employees not working due to COVID-19



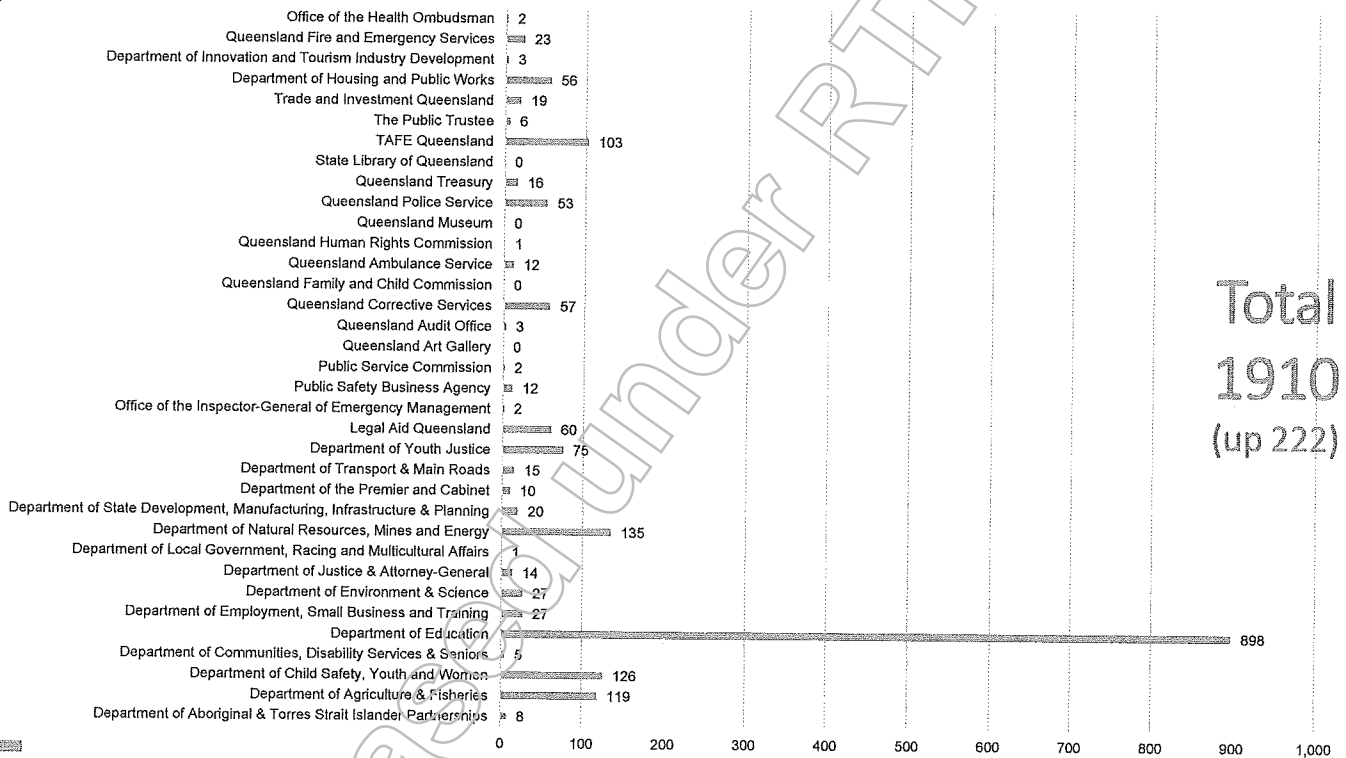
Number of employees unable to work due to caring responsibilities related to COVID-19



Number of employees required to self-quarantine on health advice due to COVID-19 - not working remotely



Number of employees required to self-quarantine on health advice due to COVID-19 - working remotely





Released under RTI - DPC

Developed by the
Public Service Commission

Inquiries: Wade Fuller


wade.fuller@psc.qld.gov.au



Queensland
Government

Dave Stewart

From: Filly Morgan
Sent: Tuesday, 3 March 2020 2:46 PM
To: Dave Stewart; Julia Sheedy
Subject: FW: Preparedness Notes for ELT

Importance: High

Hi Dave/Julia, I thought the below notes might be useful for ELT discussion today.

Filly

Preparedness

- Each agency engaging in preparedness - within organisation and through sector and for their business
- State Disaster Coordination Group (SDCG) operating in support of State Health Emergency Coordination (SHEC)
- Preparing for up to 20% of staff to be unwell
- Period of impact 10-20 weeks from late April, early May
- Staff will either be sick, caring for sick, or well
- If they are well they may be at work, or they may be at home. The period of quarantine will be at least 2 weeks.
- Presume staff may be working from home for an extended period - they will need to have work to do, have the technical capacity to do it, and appropriate OH&S. (Consideration - will staff be safe at home? Do they need EAP?)
- Work being undertaken at whole of govt level
 - Updating Qld Pandemic plan (Policy + SED + C&GS joint)
 - Working across sector to prepare tiered response to Commonwealth (need to share this through dept) - due to Social Wed 4/4 for 6/4 (Policy lead - all DPC to contribute - need)
 - Preparing Qld Stakeholder engagement plan (SED lead)

Key messages for this week

- If sick, stay at home
- Focus on hygiene - coughing, sneezing, hand washing
- Get the flu vac (coming from 23/3)
- Take device home every night - discuss in teams arrangements for working from home

Next steps

1. Examine BCPs in each Division

- Critical deliverables
- Staff
 - Key positions, process mapping/knowledge transfer/succession planning
 - Individual circumstances
 - Readiness
- Interdependencies - other agencies or vendors
- Stakeholders
- Gaps
- Actions

2. CS to support review Division by Division

3. CS to establish Ready Room to assist with WFH preparation

4. Communication to DPC staff (regular)

5. DPC to test arrangements - with vendors and stakeholders, and teams to trial WFH

6. Consistency issues to be addressed re

- Communication within portfolio + stat bodies and GOCS generally
- Health messaging to QG staff in QG buildings - QGAO
- Cleaning arrangements to be reviewed in QG buildings - QGAO
- OIR/PSC re union consultation, re exercise of leave provisions, re advice to QG staff

Released under RTI - DPC

Dave Stewart

From: Jessica Martin
Sent: Monday, 23 March 2020 1:53 PM
To: Dave Stewart; Filly Morgan; Mark Cridland; Christine Castley; Leighton Craig; Tony Keyes; Julia Sheedy; Paul Martyn (TIQ); Kylie Munnich (Screen QLD); Kerry Petersen; Shannon Cook; Libby Gregoric; Richard Watson (TIQ)
Cc: Simon Carl; Jessica Barge
Subject: Corporate Governance Group - Agenda and related papers 23 March
Attachments: Agenda - Extraordinary CGG - 23 March 2020.DOCX; Actions Log Extraordinary CGG 20 March 2020.DOCX; Leadership Board 23Mar 2020 briefing paper_v2.docx

Good afternoon everyone,

Please find attached agenda and related papers for today's CGG meeting.

I have also attached a Leadership Board meeting paper from the Public Service Commission on the COVID-19 Employee Mobilisation Service, for discussion on redeployment of public service workforce.

Regards,
Jess.



Queensland
Government

Jessica Martin

A/Strategic Advisor

Office of the Deputy Director-General, Corporate & Government Services

Department of the Premier and Cabinet

P 07 300 39007 M [REDACTED]

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

Corporate Governance Group – Extraordinary Business Continuity Meeting – Coronavirus

Agenda

Date/Time: 4pm Monday, 23 March 2020

Location: DG's Boardroom

Members: Dave Stewart (Chair), Filly Morgan, Mark Cridland, Christine Castley, Leighton Craig, Tony Keyes (dial in), Julia Sheedy

Observers: Paul Martyn, Kylie Munnich (dial in), Kerry Petersen, Shannon Cook, Libby Gregoric, Richard Watson

Apologies:

Secretariat: Jessica Martin, Office of the DDG Corporate and Government Services

Teleconference details:

Dial in: 1800 556 264

Pin: 9271909#

Item No.	Agenda Item	Responsible Officer	Action	Paper Circulated
1	Welcome and Apologies - Conflicts of interest	Chair	Noting	
2	Action Log	All	Noting	
3	Situational update	Chair	Noting	
4	Workforce - PSC absenteeism report - Redeployment of staff - Strategic HR	Chair	Discussion	
5	Internal operations - Operational risks - Priorities	Chair	Discussion	
6	Communications	Chair	Discussion	
7	Response and Recovery Taskforce update	Paul Martyn	Noting	
8	All Staff Forum	Libby Gregoric	Noting	
9	Other Business	All		
10	Next Meeting	Chair	Noting	

**DEPARTMENT OF THE PREMIER AND CABINET
EXTRAORDINARY CORPORATE GOVERNANCE GROUP**

ACTIONS REGISTER: 20 March 2020

Members	Director-General (Chair) Deputy Director-General, Corporate and Government Services Deputy Director-General, Policy Deputy Director-General, Strategy and Engagement Cabinet Secretary, Cabinet Services Parliamentary Counsel Executive Director, Office of the Director-General	Dave Stewart Filly Morgan Mark Cridland Christine Castley Leighton Craig Tony Keyes Julia Sheedy
Observers	CEO, COVID-19 Response and Recovery Taskforce Deputy CEO, Trade and Investment Queensland COVID-19 Response and Recovery Taskforce COVID-19 Response and Recovery Taskforce General Manager, Corporate Services	Paul Martyn Richard Watson Kerry Petersen Shannon Cook Libby Gregoric
Apologies	Kylie Munnich, CEO Screen Queensland	
Secretariat	Strategic Advisor, Office of the Deputy Director-General, Corporate and Government Services	Jessica Martin
Other		

Actions Register (shaded actions have been completed)		
Actions	Person	Deadline/Status
HR will continue to track absenteeism rates against the same time last year and report to CGG regularly	Libby Gregoric	Ongoing
CGG decided that DPC's arrangements for internet and phone use for staff working from home are adequate and will continue.	N/A	N/A
Internet and phone arrangements for staff working remotely – issue to be raised at Heads of Corporate meeting to understand arrangements of other agencies	Filly Morgan	27 March
List of stand-alone printers required for when network issues arise	Libby Gregoric	27 March
Office of the Integrity Commissioner staff may be able to be redeployed to other areas. Filly to discuss further with Integrity Commissioner	Filly Morgan	27 March
Previous Actions – 19 March		
DG requested that Divisional records identifying vulnerable staff include reference to those who have travelled, or had contact with people who have travelled, in the last 14 days. Divisional vulnerability records to be updated to include these categories if not already collected.	All members	Ongoing
Secretariat to add Strategic HR as standing agenda item	Jess Martin	20 March/ Completed
DG requested advice on whether current absenteeism rates for people reporting as sick (non-COVID-19 related) is	Libby Gregoric	20 March

**DEPARTMENT OF THE PREMIER AND CABINET
EXTRAORDINARY CORPORATE GOVERNANCE GROUP**

ACTIONS REGISTER: 20 March 2020

comparable to normal rates. Libby to advise on absenteeism rates as at this time last year.		
Process for including those ELT members located outside of the building to be included on the panel for the all staff forum. Libby to develop some options.	Libby Gregoric	23 March
Resources developed to support DPC staff working from home (including Manager's checklist) to be shared with agency portfolio bodies.	Filly Morgan	20 March/ Completed
Previous Actions – 18 March		
Extraordinary CGG will meet daily this week. Future timing to be determined.	N/A	N/A
CGG approved the updated CGG Terms of Reference	N/A	N/A
CGG approved that a new enterprise risk on coronavirus be added to the departmental Risk Register. New risk to be updated to include "implementation" in addition to planning. Corporate Services to update the Risk Register accordingly.	Chris Smith	18 March/ Completed
CGG endorsed the approach to capturing emerging operational risks. Operational risk template to be distributed to all Divisions.	Chris Smith	19 March/ Completed
All members to update the operational risk template for consideration by CGG next week	All members	25 March
CGG secretariat to add risk as a standing agenda item	Jess Martin	19 March/ Completed
CGG noted the redeployment table. Members agreed to continue revisiting this in light of changing circumstances. Secretariat to add as standing agenda item.	Jess Martin	19 March/ Completed
Draft message to staff on long term leave developed and will be distributed to members along with a list of their staff on long term leave.	Libby Gregoric	19 March/ Completed
CGG noted the need for clear advice on how the department can support people working from home who have limited phone or internet plans and don't have BYOD or a departmental device. Corporate Services to bring a paper to CGG.	Libby Gregoric	20 March/ Completed
Strategic HR to be discussed at future meetings.	All	Superseded by action above
DG agreed the all staff forum should be held virtually, with timing to be advised	Julia Sheedy	20 March/ Completed
DG advised of some immediate needs that could be met by the Ready Reserves. Libby to raise through DCDSS at SDCG.	Libby Gregoric	20 March/ Completed

Dave Stewart

From: Jessica Barge
Sent: Wednesday, 25 March 2020 11:18 AM
To: Dave Stewart; Filly Morgan; Mark Cridland; Christine Castley; Leighton Craig; Tony Keyes; Julia Sheedy; Paul Martyn (TIQ); Kylie Munnich (Screen QLD); Kerry Petersen; Shannon Cook; Libby Gregoric; Richard Watson (TIQ)
Subject: Extraordinary Corporate Governance Group - agenda and meeting papers - 25 March
Attachments: Agenda - Extraordinary CGG - 25 March 2020(3).DOCX; Actions Log Extraordinary CGG 23 March 2020.docx
Importance: High

Dear all,

Please find attached agenda and related papers for today's CGG meeting.

Kind regards,

Jess



**Queensland
Government**

Jessica Barge
Strategic Advisor, Office of the Deputy Director-General
Corporate and Government Services
Department of the Premier and Cabinet
P 07 3003 9172 M [REDACTED]
Level 28, 1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

Corporate Governance Group – Extraordinary Business Continuity Meeting – Coronavirus

Agenda

Date/Time: 11.30am Wednesday, 25 March 2020

Location: DG's Boardroom

Members: Dave Stewart (Chair), Filly Morgan, Mark Cridland, Christine Castley, Leighton Craig, Tony Keyes, Julia Sheedy

Observers: Kylie Munnich, Paul Martyn, Kerry Petersen, Shannon Cook, Libby Gregoric, Richard Watson

Apologies:

Secretariat: Jessica Barge, Office of the DDG Corporate and Government Services

Teleconference details:

Dial in: 1800 556 264

Pin: 9271909#

Item No.	Agenda Item	Responsible Officer	Action	Paper Circulated
1	Welcome and Apologies - Conflicts of interest	Chair	Noting	
2	Action Log	All	Noting	
3	Situational update	Chair	Noting	
4	Workforce - PSC absenteeism report - Redeployment of staff - Strategic HR	Chair	Discussion	
5	Internal operations - Operational risks - Priorities	Chair	Discussion	
6	Communications	Chair	Discussion	
7	Response and Recovery Taskforce update	Paul Martyn	Noting	
8	Other Business	All		
9	Next Meeting	Chair	Noting	

**DEPARTMENT OF THE PREMIER AND CABINET
EXTRAORDINARY CORPORATE GOVERNANCE GROUP**

ACTIONS REGISTER: 23 March 2020

Members	Director-General (Chair) Deputy Director-General, Corporate and Government Services Deputy Director-General, Policy Deputy Director-General, Strategy and Engagement Cabinet Secretary, Cabinet Services Parliamentary Counsel Executive Director, Office of the Director-General	Dave Stewart Filly Morgan Mark Cridland Christine Castley Leighton Craig Tony Keyes Julia Sheedy
Observers	Deputy CEO, Trade and Investment Queensland COVID-19 Response and Recovery Taskforce COVID-19 Response and Recovery Taskforce General Manager, Corporate Services CEO Screen Queensland	Richard Watson Kerry Petersen Shannon Cook Libby Gregoric Kylie Munnich
Apologies	CEO, COVID-19 Response and Recovery Taskforce	Paul Martyn
Secretariat	Strategic Advisor, Office of the Deputy Director-General, Corporate and Government Services Principal Advisor, Office of the General Manager, Government Services	Jessica Martin Jessica Barge

Actions Register

Meeting date	Outstanding Actions	Person	Deadline/Status
23 March	Local Government election – encourage staff to vote early	All	27 March
23 March	Redeployment – contact portfolio entities to seek lists of staff who could be redeployed	Filly Morgan	27 March
23 March	Redeployment – revisit and update the list of staff who could be redeployed	All	Ongoing
23 March	Redeployment – Integrity Commissioner eager to assist. Kerry to reach out to Dr Nikola Stepanov	Kerry Petersen	25 March
23 March	Flu vaccinations – encourage staff to register and attend appointments	All	Ongoing
20 March	Internet and phone arrangements for staff working remotely -- issue to be raised at Heads of Corporate meeting to understand arrangements of other agencies	Filly Morgan	27 March / data being collected
18 March	All members to update the operational risk template for consideration by CGG	All members	25 March
Completed actions			
23 March	All Staff Forum – email draft agenda to CGG members	Libby Gregoric	24 March / completed
20 March	HR will continue to track absenteeism rates against the same time last year and report to CGG regularly	Libby Gregoric	Ongoing
20 March	CGG decided that DPC's arrangements for internet and phone use for staff working from home are adequate and will continue	N/A	N/A

**DEPARTMENT OF THE PREMIER AND CABINET
EXTRAORDINARY CORPORATE GOVERNANCE GROUP**

ACTIONS REGISTER - 23 March 2020

20 March	List of stand-alone printers required for when network issues arise. Confirmed: 4 printers	Libby Gregoric	27 March
20 March	Office of the Integrity Commissioner staff may be able to be redeployed to other areas. Filly to discuss further with Integrity Commissioner	Filly Morgan	27 March
19 March	DG requested that Divisional records identifying vulnerable staff include reference to those who have travelled, or had contact with people who have travelled, in the last 14 days. Divisional vulnerability records to be updated to include these categories if not already collected	All members	Ongoing
19 March	Secretariat to add Strategic HR as standing agenda item	Jess Martin	20 March/ Completed
19 March	DG requested advice on whether current absenteeism rates for people reporting as sick (non-COVID-19 related) is comparable to normal rates. Libby to advise on absenteeism rates as at this time last year	Libby Gregoric	20 March
19 March	Process for including those ELT members located outside of the building to be included on the panel for the all staff forum. Libby to develop some options	Libby Gregoric	23 March
19 March	Resources developed to support DPC staff working from home (including Manager's checklist) to be shared with agency portfolio bodies	Filly Morgan	20 March/ Completed
18 March	Extraordinary CGG will meet daily this week. Future timing to be determined	N/A	N/A
18 March	CGG approved the updated CGG Terms of Reference	N/A	N/A
18 March	CGG approved that a new enterprise risk on coronavirus be added to the departmental Risk Register. New risk to be updated to include "implementation" in addition to planning. Corporate Services to update the Risk Register accordingly	Chris Smith	18 March/ Completed
18 March	CGG endorsed the approach to capturing emerging operational risks. Operational risk template to be distributed to all Divisions	Chris Smith	19 March/ Completed
18 March	CGG secretariat to add risk as a standing agenda item	Jess Martin	19 March/ Completed
18 March	CGG noted the redeployment table. Members agreed to continue revisiting this in light of changing circumstances. Secretariat to add as standing agenda item	Jess Martin	19 March/ Completed

**DEPARTMENT OF THE PREMIER AND CABINET
EXTRAORDINARY CORPORATE GOVERNANCE GROUP**

ACTIONS REGISTER: 23 March 2020

18 March	Draft message to staff on long term leave developed and will be distributed to members along with a list of their staff on long term leave	Libby Gregoric	19 March/ Completed
18 March	CGG noted the need for clear advice on how the department can support people working from home who have limited phone or internet plans and don't have BYOD or a departmental device. Corporate Services to bring a paper to CGG	Libby Gregoric	20 March/ Completed
18 March	Strategic HR to be discussed at future meetings	All	Superseded by action above
18 March	DG agreed the all staff forum should be held virtually, with timing to be advised	Julia Sheedy	20 March/ Completed
18 March	DG advised of some immediate needs that could be met by the Ready Reserves. Libby to raise through DCDSS at SDCG	Libby Gregoric	20 March/ Completed

Released under RTI - DPC

Dave Stewart

From: Jessica Barge
Sent: Friday, 27 March 2020 2:46 PM
To: Dave Stewart; Filly Morgan; Mark Cridland; Christine Castley; Leighton Craig; Tony Keyes; Julia Sheedy; Paul Martyn (TIQ); Kylie Munnich (Screen QLD); Kerry Petersen; Shannon Cook; Libby Gregoric; Richard Watson (TIQ)
Subject: Extraordinary Corporate Governance Group - agenda and meeting papers - 27 March
Attachments: Agenda - Extraordinary CGG - 27 March 2020.docx; Actions Log Extraordinary CGG - 25 March.DOCX
Importance: High

Dear all,

Please find attached agenda and related papers for today's CGG meeting.

Kind regards,

Jess



Queensland
Government

Jessica Barge

Strategic Advisor, Office of the Deputy Director-General
Corporate and Government Services
Department of the Premier and Cabinet

P 07 3003 9172 M [REDACTED]
Level 28, 1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

Corporate Governance Group – Extraordinary Business Continuity Meeting – Coronavirus

Agenda

Date/Time: 3.00pm Friday, 27 March 2020

Location: DG's Boardroom

Members: Dave Stewart (Chair), Filly Morgan, Mark Cridland, Christine Castley, Leighton Craig, Tony Keyes, Julia Sheedy

Observers: Kylie Munnich, Paul Martyn, Kerry Petersen, Shannon Cook, Libby Gregoric, Richard Watson

Apologies:

Secretariat: Jessica Barge, Office of the DDG Corporate and Government Services

Teleconference details:

Dial in: 1800 556 264

Pin: 9271909#

Item No.	Agenda Item	Responsible Officer	Action	Paper Circulated
1	Welcome and Apologies - Conflicts of interest	Chair	Noting	
2	Action Log	All	Noting	
3	Situational update	Chair	Noting	
4	Workforce - PSC absenteeism report - Redeployment of staff - Strategic HR	Chair	Discussion	
5	Internal operations - Operational risks - Priorities	Chair	Discussion	
6	Communications	Chair	Discussion	
7	Response and Recovery Taskforce update	Paul Martyn	Noting	
8	Other Business	All		
9	Next Meeting	Chair	Noting	

**DEPARTMENT OF THE PREMIER AND CABINET
EXTRAORDINARY CORPORATE GOVERNANCE GROUP**

ACTIONS REGISTER: 25 March 2020

Members	Director-General (Chair) Deputy Director-General, Corporate and Government Services Deputy Director-General, Policy Deputy Director-General, Strategy and Engagement Cabinet Secretary, Cabinet Services Parliamentary Counsel Executive Director, Office of the Director-General	Dave Stewart Filly Morgan Mark Cridland Christine Castley Leighton Craig Tony Keyes Julia Sheedy
Observers	CEO, COVID-19, Response and Recovery Taskforce Deputy CEO, Trade and Investment Queensland COVID-19 Response and Recovery Taskforce COVID-19 Response and Recovery Taskforce General Manager, Corporate Services CEO Screen Queensland	Paul Martyn Richard Watson Kerry Petersen Shannon Cook Libby Gregoric Kylie Munnich
Secretariat	Strategic Advisor, Office of the Deputy Director-General, Corporate and Government Services	Jessica Barge

Actions Register

Meeting date	Outstanding Actions	Person	Deadline/Status
25 March	Remind all staff to use (secure) wifi where possible when working remotely	All	Ongoing
25 March	Meetings with Consuls General – ensure representatives from TIQ, Strategy and Engagement and COVID-19 taskforce attend	Christine Castley and Paul Martyn	30 March
25 March	Prepare a list of work that will be put on hold due to COVID-19 priority response work	All	31 March
23 March	Redeployment – revisit and update the list of staff who could be redeployed	All	Ongoing
23 March	Redeployment – Integrity Commissioner eager to assist. Kerry to reach out to Dr Nikola Stepanov	Kerry Petersen	27 March
23 March	Flu vaccinations – encourage staff to register and attend appointments	All	Ongoing
20 March	Internet and phone arrangements for staff working remotely – issue to be raised at Heads of Corporate meeting to understand arrangements of other agencies	Filly Morgan	27 March / data being collected
18 March	All members to update the operational risk template for consideration by CGG	All members	27 March
Completed actions			
23 March	Redeployment – contact portfolio entities to seek lists of staff who could be redeployed	Filly Morgan	27 March
23 March	Local Government election – encourage staff to vote early	All	27 March
23 March	All Staff Forum – email draft agenda to CGG members	Libby Gregoric	24 March / completed

**DEPARTMENT OF THE PREMIER AND CABINET
EXTRAORDINARY CORPORATE GOVERNANCE GROUP**

ACTIONS REGISTER: 25 March 2020

20 March	HR will continue to track absenteeism rates against the same time last year and report to CGG regularly	Libby Gregoric	Ongoing
20 March	CGG decided that DPC's arrangements for internet and phone use for staff working from home are adequate and will continue	N/A	N/A
20 March	List of stand-alone printers required for when network issues arise. Confirmed: 4 printers	Libby Gregoric	27 March
20 March	Office of the Integrity Commissioner staff may be able to be redeployed to other areas. Filly to discuss further with Integrity Commissioner	Filly Morgan	27 March
19 March	DG requested that Divisional records identifying vulnerable staff include reference to those who have travelled, or had contact with people who have travelled, in the last 14 days. Divisional vulnerability records to be updated to include these categories if not already collected	All members	Ongoing
19 March	Secretariat to add Strategic HR as standing agenda item	Jess Martin	20 March/ Completed
19 March	DG requested advice on whether current absenteeism rates for people reporting as sick (non-COVID-19 related) is comparable to normal rates. Libby to advise on absenteeism rates as at this time last year	Libby Gregoric	20 March
19 March	Process for including those ELT members located outside of the building to be included on the panel for the all staff forum. Libby to develop some options	Libby Gregoric	23 March
19 March	Resources developed to support DPC staff working from home (including Manager's checklist) to be shared with agency portfolio bodies	Filly Morgan	20 March/ Completed
18 March	Extraordinary CGG will meet daily this week. Future timing to be determined	N/A	N/A
18 March	CGG approved the updated CGG Terms of Reference	N/A	N/A
18 March	CGG approved that a new enterprise risk on coronavirus be added to the departmental Risk Register. New risk to be updated to include "implementation" in addition to planning. Corporate Services to update the Risk Register accordingly	Chris Smith	18 March/ Completed
18 March	CGG endorsed the approach to capturing emerging operational risks. Operational risk template to be distributed to all Divisions	Chris Smith	19 March/ Completed
18 March	CGG secretariat to add risk as a standing agenda item	Jess Martin	19 March/ Completed

**DEPARTMENT OF THE PREMIER AND CABINET
EXTRAORDINARY CORPORATE GOVERNANCE GROUP**

ACTIONS REGISTER: 25 March 2020

18 March	CGG noted the redeployment table. Members agreed to continue revisiting this in light of changing circumstances. Secretariat to add as standing agenda item	Jess Martin	19 March/ Completed
18 March	Draft message to staff on long term leave developed and will be distributed to members along with a list of their staff on long term leave	Libby Gregoric	19 March/ Completed
18 March	CGG noted the need for clear advice on how the department can support people working from home who have limited phone or internet plans and don't have BYOD or a departmental device. Corporate Services to bring a paper to CGG	Libby Gregoric	20 March/ Completed
18 March	Strategic HR to be discussed at future meetings	Ali	Superseded by action above
18 March	DG agreed the all staff forum should be held virtually, with timing to be advised	Julia Sheedy	20 March/ Completed
18 March	DG advised of some immediate needs that could be met by the Ready Reserves. Libby to raise through DCDSS at SDCG	Libby Gregoric	20 March/ Completed

Released under the
Official Information Act

Dave Stewart

From: Keirily Neal
Sent: Monday, 6 April 2020 3:32 PM
To: Alice Hannay; Madison Cann
Subject: FW: Extraordinary CGG - agenda and papers - 6 April
Attachments: 1.3 - Actions Log Extraordinary CGG - 6 April.docx; 3.1 - Strategic Workforce Plan.DOCX; 3.1.1 - Attachment 1 - Strategic Workforce Plan - updated 31 March.DOCX; 3.1.2 - Attachment 2 - SurveyMonkey_Pulse Survey questions only - 31.03.20.PDF; current-dpc-strategic-workforce-plan-2018-22.pdf; 1 - Agenda - Extraordinary CGG - 6 April.DOCX; 1 - Agenda - Extraordinary CGG - 6 April.DOCX

From: Jessica Barge <Jessica.Barge@premiers.qld.gov.au>

Sent: Monday, 6 April 2020 2:08 PM

To: Filly Morgan <filly.morgan@premiers.qld.gov.au>; Dave Stewart <david.stewart@premiers.qld.gov.au>; Mark Cridland <mark.cridland@premiers.qld.gov.au>; Christine Castley <christine.castley@premiers.qld.gov.au>; Leighton Craig <Leighton.Craig@premiers.qld.gov.au>; Tony Keyes <tony.keyes@oqpc.qld.gov.au>; Julia Sheedy <julia.sheedy@premiers.qld.gov.au>; Kylie Munnich (Screen QLD) <kmunnich@screenqld.com.au>; Paul Martyn <paul.martyn@premiers.qld.gov.au>; Kerry Petersen <kerry.petersen@premiers.qld.gov.au>; Shannon Cook <shannon.cook@premiers.qld.gov.au>; Libby Gregoric <libby.gregoric@premiers.qld.gov.au>; Richard Watson (TIQ) <Richard.watson@tiq.qld.gov.au>

Subject: Extraordinary CGG - agenda and papers - 6 April

Dear all,

Please find attached the agenda and papers for today's extraordinary CGG meeting. For your reference, I have also attached a copy of the current DPC strategic workforce plan.

The papers have also been uploaded to Convene for those of you who have access.

Kind regards,



Queensland
Government

Jessica Barge

Strategic Advisor, Office of the Deputy Director-General
Corporate and Government Services
Department of the Premier and Cabinet

P 07 3003 9172 M [REDACTED]
Level 28, 1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

Corporate Governance Group – Extraordinary Business Continuity Meeting – Coronavirus

Agenda

Date/Time: 3pm, Monday 6 April 2020
Location: Teleconference
Members: Dave Stewart (Chair), Filly Morgan, Mark Cridland, Christine Castley, Leighton Craig, Tony Keyes, Julia Sheedy
Observers: Kylie Munnich, Paul Martyn, Kerry Petersen, Shannon Cook, Libby Gregoric, Richard Watson
Apologies:
Secretariat: Jessica Barge

Teleconference details:

Dial in: 1800 556 264

Pin: 0548306#

Item No.	Agenda Item	Responsible Officer	Action	Paper Circulated
1	Preliminary matters			
1.1	Welcome and Apologies	Chair	Note	
1.2	Conflicts of interest	Chair	Note	
1.3	Action Log	All	Note	1.3
2	Situational update			
2.1	Situational update	Chair	Note	
3	Workforce			
3.1	Strategic workforce plan 2020 (COVID-19 response)	Libby Gregoric	Approve	3.1 - 3.1.2
4	Communications			
4.1	Communications	Chair	Discuss	
5	Response and Recovery Taskforce update			
5.1	Response and Recovery Taskforce update	Paul Martyn	Note	
6	Other Business			
6.1	Other business	All		
6.2	Next Meeting	Chair	Note	

**DEPARTMENT OF THE PREMIER AND CABINET
EXTRAORDINARY CORPORATE GOVERNANCE GROUP**

ACTIONS REGISTER: 6 April 2020

Members	Director-General (Chair) Deputy Director-General, Corporate and Government Services Deputy Director-General, Policy Deputy Director-General, Strategy and Engagement Cabinet Secretary, Cabinet Services Parliamentary Counsel Executive Director, Office of the Director-General	Dave Stewart Filly Morgan Mark Cridland Christine Castley Leighton Craig Tony Keyes Julia Sheedy
Observers	CEO, COVID-19, Response and Recovery Taskforce Deputy CEO, Trade and Investment Queensland COVID-19 Response and Recovery Taskforce COVID-19 Response and Recovery Taskforce General Manager, Corporate Services CEO Screen Queensland	Paul Martyn Richard Watson Kerry Petersen Shannon Cook Libby Gregoric Kylie Munnich
Secretariat	Strategic Advisor, Office of the Deputy Director-General, Corporate and Government Services	Jessica Barge

Actions Register			
Meeting date	Outstanding Actions	Person	Deadline/Status
3 April	Payment of invoices to small and medium businesses – confirm DPC data	Filly Morgan	8 April
1 April	Redeployment of statutory body staff – provide advice on eligibility of staff employed in statutory bodies to be redeployed	Filly Morgan	10 April
1 April	Hours of work – provide advice on any updates from PSC and OIR	Filly Morgan	Ongoing
1 April	Internal Communication strategy/plan to be circulated	Christine Castley	7 April
25 March	Prepare a list of work that will be put on hold due to COVID-19 priority response work for discussion with Director-General prior to CGG	All	9 April
23 March	Redeployment – revisit and update the list of staff who could be redeployed	All	Ongoing
Completed actions			
20 March	Internet and phone arrangements for staff working remotely – issue to be raised at Heads of Corporate meeting to understand arrangements of other agencies	Filly Morgan	List provided to DG on 1 April
23 March	Flu vaccinations – encourage staff to register and attend appointments	All	Ongoing / complete
23 March	Redeployment – Integrity Commissioner eager to assist. Kerry to reach out to Dr Nikola Stepanov	Kerry Petersen	27 March / Complete
25 March	Meetings with Consuls General – ensure representatives from TIQ, Strategy and Engagement and COVID-19 taskforce attend	Christine Castley and Paul Martyn	Complete. 30 March
25 March	Remind all staff to use (secure) wifi where possible when working remotely	All	Complete / Ongoing

**DEPARTMENT OF THE PREMIER AND CABINET
EXTRAORDINARY CORPORATE GOVERNANCE GROUP**

ACTIONS REGISTER: 6 April 2020

18 March	All members to update the operational risk template for consideration by CGG	All members	27 March
23 March	Redeployment – contact portfolio entities to seek lists of staff who could be redeployed	Filly Morgan	27 March
23 March	Local Government election – encourage staff to vote early	All	27 March
23 March	All Staff Forum – email draft agenda to CGG members	Libby Gregoric	24 March / completed
20 March	HR will continue to track absenteeism rates against the same time last year and report to CGG regularly	Libby Gregoric	Ongoing
20 March	CGG decided that DPC's arrangements for internet and phone use for staff working from home are adequate and will continue	N/A	N/A
20 March	List of stand-alone printers required for when network issues arise. Confirmed: 4 printers	Libby Gregoric	27 March
20 March	Office of the Integrity Commissioner staff may be able to be redeployed to other areas. Filly to discuss further with Integrity Commissioner	Filly Morgan	27 March
19 March	DG requested that Divisional records identifying vulnerable staff include reference to those who have travelled, or had contact with people who have travelled, in the last 14 days. Divisional vulnerability records to be updated to include these categories if not already collected	All members	Ongoing
19 March	Secretariat to add Strategic HR as standing agenda item	Jess Martin	20 March/ Completed
19 March	DG requested advice on whether current absenteeism rates for people reporting as sick (non-COVID-19 related) is comparable to normal rates. Libby to advise on absenteeism rates as at this time last year	Libby Gregoric	20 March
19 March	Process for including those ELT members located outside of the building to be included on the panel for the all staff forum. Libby to develop some options	Libby Gregoric	23 March
19 March	Resources developed to support DPC staff working from home (including Manager's checklist) to be shared with agency portfolio bodies	Filly Morgan	20 March/ Completed
18 March	Extraordinary CGG will meet daily this week. Future timing to be determined	N/A	N/A
18 March	CGG approved the updated CGG Terms of Reference	N/A	N/A
18 March	CGG approved that a new enterprise risk on coronavirus be added to the departmental Risk	Chris Smith	18 March/ Completed

**DEPARTMENT OF THE PREMIER AND CABINET
EXTRAORDINARY CORPORATE GOVERNANCE GROUP
ACTIONS REGISTER: 6 April 2020**

	Register. New risk to be updated to include "implementation" in addition to planning. Corporate Services to update the Risk Register accordingly		
18 March	CGG endorsed the approach to capturing emerging operational risks. Operational risk template to be distributed to all Divisions	Chris Smith	19 March/ Completed
18 March	CGG secretariat to add risk as a standing agenda item	Jess Martin	19 March/ Completed
18 March	CGG noted the redeployment table. Members agreed to continue revisiting this in light of changing circumstances. Secretariat to add as standing agenda item	Jess Martin	19 March/ Completed
18 March	Draft message to staff on long term leave developed and will be distributed to members along with a list of their staff on long term leave	Libby Gregoric	19 March/ Completed
18 March	CGG noted the need for clear advice on how the department can support people working from home who have limited phone or internet plans and don't have BYOD or a departmental device. Corporate Services to bring a paper to CGG	Libby Gregoric	20 March/ Completed
18 March	Strategic HR to be discussed at future meetings	All	Superseded by action above
18 March	DG agreed the all staff forum should be held virtually, with timing to be advised	Julia Sheedy	20 March/ Completed
18 March	DG advised of some immediate needs that could be met by the Ready Reserves. Libby to raise through DCDSS at SDCG	Libby Gregoric	20 March/ Completed

**Department of the Premier and Cabinet
Corporate Governance Group**

DATE	6 April 2020
TITLE	Strategic Workforce Plan: 2020 (COVID-19 response)
RESPONSIBLE AREA	Human Resource Services
RELATED PAPERS	Attachment 1 – Strategic Workforce Plan Attachment 2 – Pulse Survey

1. RECOMMENDATION

It is recommended that the Corporate Governance Group:

- **approve** the Strategic Workforce Plan 2020 (COVID-19 response) (**Attachment 1**)

2. KEY ISSUES

- The Strategic Workforce Plan 2018-2022 has been replaced by the Strategic Workforce Plan 2020 (COVID-19 response) to ensure our people strategies reflect the current environment and that the department is well positioned to meet our changing landscape.
- The objectives of the Strategic Workforce Plan 2020 will support employee engagement, performance and productivity through our response to COVID-19, focusing on meeting employees' basic needs (e.g. providing a safe place to work, job security), ensuring we take care of employees' psychological needs (e.g. connection/sense of belonging) which in turn will support our people to fully engage and deliver on DPC priorities during this uncertain time.
- The three objectives are:
 - Stay well – A healthy and well workforce
 - Stay connected - An informed and digitally connected workforce
 - Stay responsive – High performance through a productive and engaged workforce
- A Strategic Workforce Action Plan 2020 is currently being finalised to support delivery of the key objectives and strategies. These actions will leverage existing employee engagement activities and will be targeted to address employee needs in the current environment of working remotely and connecting virtually in a volatile, uncertain, complex and ambiguous environment.
- A key component of 'Stay connected' will be a regular employee pulse survey to understand how our employees are managing in the current environment (**Attachment 2**). The responses to the survey will be used to further inform and refine our people actions over the coming months.
- Actions under the Strategic Workforce Plan will be updated to meet changing workforce requirements.

Strategic Workforce Plan 2020 (COVID-19 response)

Our principles: Leadership - Trust - Collaboration - Agility - Innovation - Inclusion

As we respond to the emerging COVID-19 situation and our changing landscape, it is more important than ever that we have a high performing workforce focussed on delivering essential services to Queenslanders. We will achieve this by realigning our people strategies around three key objectives: stay well, stay connected and stay responsive.

The objectives outlined in the Strategic Workforce Plan 2020 are key to supporting our people in difficult times and providing the necessary building blocks for maintaining staff motivation, engagement and productivity in the current environment. This plan adopts a tiered approach to addressing staff needs in order of priority so that as an organisation we ensure our staff are well supported to reach their full potential and in turn can deliver on DPC priorities. (Refer to **Attachment 1** – Maslow’s Hierarchy of Needs). In particular, this plan will focus on strategies that:

1. meet staff’s basic needs (e.g. job security, a safe place to work) **[Stay Well]**
2. ensure staff’s psychological needs are taken care of (e.g. connection/sense of belonging) **[Stay Connected]**
3. enable staff can fully engage and work effectively in a volatile, uncertain, complex and ambiguous environment **[Stay responsive]**.

Objectives	What success looks like	Strategies to achieve success	Measures
<p>Stay well: <i>A healthy and well workforce</i></p>	<p>Our workforce is:</p> <ul style="list-style-type: none"> • physically and psychologically healthy • supported to maintain their overall health and wellbeing <p>Our senior leaders prioritise employee health and wellbeing</p> <p>Our managers understand how to support their team and have the resources/information to do so</p>	<ul style="list-style-type: none"> • Deliver a program of work to address: <ul style="list-style-type: none"> • Mental and emotional wellbeing • Physical wellbeing • Social wellbeing • Financial wellbeing • Career wellbeing • to enable DPC to continue to deliver for the people of Queensland. • Strengthen employee resilience through training, Employee Assistance Program (EAP) services and providing targeted information • Ensure staff’s basic needs are identified and addressed e.g. concerns about job security, access to paid leave, sense of safety (based on Maslow’s hierarchy of needs) • Ensure all staff continue to have a sense of purpose through being engaged in meaningful work • Undertake regular wellbeing checks to ensure staff are feeling supported and able to work in their changed and changing environment (R U OK?) 	<ul style="list-style-type: none"> • % of sick leave taken outside of coronavirus vs % sick leave taken for the same period last year • Number and type of EAP sessions being provided and the type (e.g. mental health, financial, relationships) • Pulse survey results re: health and wellbeing, trending positively over time • Number of wellbeing related queries received by Human Resource Services (HRS) • Type of wellbeing queries received by HRS

Objectives	What success looks like	Strategies to achieve success	Measures
<p>Stay connected: An informed and digitally connected workforce</p>	<p>Our workforce is connected:</p> <ul style="list-style-type: none"> internally with their team, peers, managers, branch, division, department externally with stakeholders and clients to ensure service delivery. 	<ul style="list-style-type: none"> Engage in frequent online face-to-face communication using available technology Engage the Principal Advisors and LIO network to seek qualitative feedback on how people are managing in their current circumstances Connect with colleagues who are deployed as part of sector mobilisation program to ensure their ongoing wellbeing Encourage informal conversations, with a focus on online social interactions (both professional and personal) which replace traditional 'water cooler conversations' 	<ul style="list-style-type: none"> Pulse survey results re communication and use of digital solutions Feedback from Principal Advisors and LIO network Employee uptake of various communication channels (e.g. Ready Room Hub, DG news, Yammer, All staff Forum)
<p>Stay responsive: High performance through a productive and engaged workforce</p>	<p>Our workforce:</p> <ul style="list-style-type: none"> understands what, when, how and why they do their work understands their priorities (must do vs nice to do) has the skills and attitude to be agile and flexible is accepting of the changing nature of our work in response to COVID-19 and can adapt to meet rapidly changing circumstances, remains productive, motivated and highly engaged. 	<ul style="list-style-type: none"> Ensure all staff contribute in a meaningful way, and understand emerging priorities and changes to what and how they deliver Deploy staff within or external to DPC to meet sector wide workforce priorities Empower staff to contribute and work autonomously Support managers to supervise staff remotely using an outcomes-based approach, communicating the bigger picture and being clear around priorities and changing expectations Develop skills to lead and respond to a volatile, uncertain, complex and ambiguous (VUCA) environment Ensure employees have the skills to work remotely, understanding the context or place they work in may change to meet the evolving needs of the sector 	<ul style="list-style-type: none"> Use HR data sets to identify trends and emerging issues Pulse survey results Number of staff and number of deployments: <ul style="list-style-type: none"> as part of Ready Reserves as part of sector mobilisation within DPC to meet surge priorities Workforce meets their business plan priorities subject to changing requirements

Key Strategic People Risks

- Potential for reduced productivity / inability to deliver services through people being absent due to physical or mental health issues.
- Potential for reduced productivity / inability to deliver services through people being absent whilst caring for the elderly or children.
- Potential for low engagement, morale and productivity due to a lack of meaningful work to do.
- Potential for low productivity and low employee engagement due to an inability to effectively manage a remote workforce.
- Potential difficulty rolling back flexible work arrangements.
- Potential for increased injuries due to work from home including slips, trips, falls, poor ergonomic set up, lack of breaks, lack of exercise, increased sedentary periods.
- Potential impacts on employees due to isolation for long periods of time.
- Potential burnout due to staff caring for children/dependents and undertaking full day over extended period of time.
- Staff working outside normal span of hours (6am-6pm) to accommodate caring and or other responsibilities.
- People not understanding individual response to change (see below) and either not identifying people who are not coping or not being equipped to respond effectively to those in need of support.

Opportunities

- The workforce will be more adaptable, resourceful and flexible as a result of the experience.
- Increased resilience of the workforce.
- Flexible work practices effectively embedded.
- Management skill increases to effectively manage remote teams and manage by outcomes.
- Uptake of technological solutions to stay connected with others.
- Higher skilled workforce, having worked as part of a response team / task force or for other teams and departments.
- Increased trust and autonomy for employees.
- Develop leadership and management skills to effectively manage a team remotely in a time of high volatility, uncertainty, complexity and ambiguity.

Individual response to change

A key risk of delivering our Strategic Plan is being able to effectively support people through their personal response to the changing environment. At the same time as the department moves through phases of embedding and normalising our new way of working, individuals will respond differently and will be at different points on their own personal change journey.

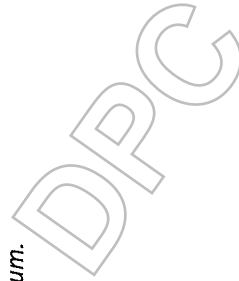
Employees will move through various iterations of changes as their personal/professional circumstances change e.g. change of job – assigned to new department to assist with surge work, grappling with new technology, sense of isolation working from home and living by themselves, critically ill relative/friend, significant financial impact due to stock market crash, financial pressure due to lost rent with tenant unable to pay, partner lost casual job, concern re own temporary employment situation.

Managers and colleagues will experience employees in different stages of denial, shock, anger, anxiety, fear, frustration and commitment over time (refer to **Attachment 2 – Kubler-Ross change curve**). As a department we need to have the collective skills to respond appropriately to people in different stages of the change curve.

Key skill requirements:

All Staff	Learning strategy
<ul style="list-style-type: none"> Resilience, agility and adaptability 	Oranges Toolkit training and/or All Staff Forum resources, online training, EAP resources, Ted Talks, articles
<ul style="list-style-type: none"> IT capability e.g. Microsoft teams 	IS team to provide support to team, On the job learning, Teams sharing daily tips
<ul style="list-style-type: none"> Teamwork and collaboration - operating as a virtual team 	On the job learning. Reflection on what is working well. Seek support from IS for technical issues, learning through others, tips and tricks, resources
<ul style="list-style-type: none"> Effective communication 	Online workshops available
<ul style="list-style-type: none"> Working through times of uncertainty 	Online workshops available, Benestar
<ul style="list-style-type: none"> Understanding the stages of grief 	EAP including Benehub
<ul style="list-style-type: none"> Understanding the change curve 	Articles, Kubler-Ross Change Curve Model
Managers	
<ul style="list-style-type: none"> Managing people during crisis / in a VUCA environment 	Articles, online 1-hour workshop available
<ul style="list-style-type: none"> Resilience, agility and adaptability 	Manager to use follow up activities from Leadership Lens, online training, EAP resources, Ted Talks, articles, support from Oranges Toolkit
<ul style="list-style-type: none"> Managing remote teams 	Webinars, fact sheets, online training sessions available
<ul style="list-style-type: none"> Having difficult conversations 	For Gov site, articles
<ul style="list-style-type: none"> Managing performance 	For Gov site, articles
<ul style="list-style-type: none"> Managing by outcomes (not time) 	For Gov site, articles
<ul style="list-style-type: none"> Understanding the change curve 	Articles, Kubler-Ross Change Curve Model
<ul style="list-style-type: none"> Understanding the stages of grief 	EAP including Benehub (Manager assist), support from Oranges Toolkit

NB: Many providers are currently converting traditional face to face training to online formats with more options regularly becoming available. Some management/leadership development may be delivered virtually to a large audience in a similar format to the All Staff Forum.



Timing

Embedding new ways of working and how we support our people through change will evolve over time.

As a department we will move through several phases during 2020, requiring different approaches. The diagram below illustrates anticipated this process. Timeframes will respond according to need.



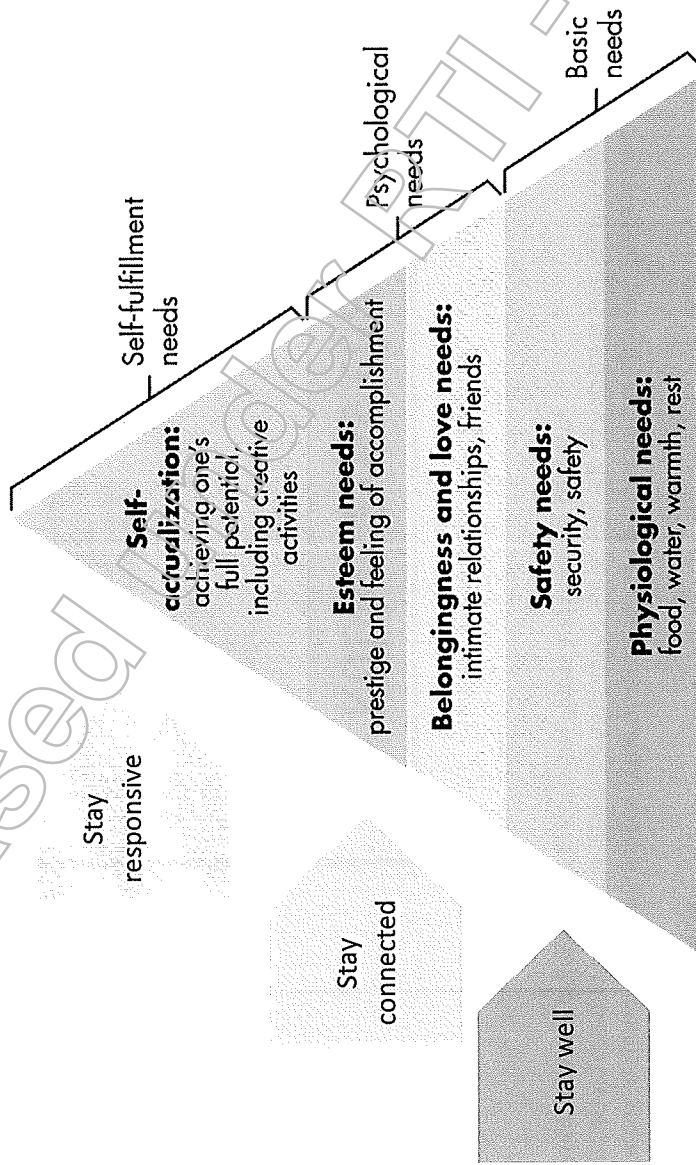
Communication channels and tools

The following communication channels will be used

<p>DG email updates</p> <ul style="list-style-type: none"> • General DPC updates • COVID-19 updates 	
<p>Compass COVID-19 Hub</p> <ul style="list-style-type: none"> • Information tiles (including factsheets/links) - DG Updates, stay well, stay connected, stay responsive, info for staff, info for supervisors, general info, key contacts • 'Just ask' button • Twitter and yammer feeds 	
<p>Compass News</p> <ul style="list-style-type: none"> • Feature stories • General stories 	
<p>Yammer</p> <ul style="list-style-type: none"> • Relevant articles, TED talks and videos • Informal conversations and sharing - 'culture' focused 	
<p>LIO Network and DDG Offices (through Principal Advisors)</p> <ul style="list-style-type: none"> • Leverage for promotion • Existing monthly HR updates (L&D/Culture focus currently) 	
<p>Additional</p> <ul style="list-style-type: none"> • All Staff Forums • Speaker Series / Plates of Inspiration • All Voices • Virtual Open Office Hour (DG or other executive) • Signature blocks 	<p>DPC Factsheets</p> <ul style="list-style-type: none"> • Supervisor checklist and FAQ • Staying connected • Staying productive • Remote working • Recruitment and selection during COVID-19 • Staff FAQ • WFH with kids and partners • Supporting children through COVID-19 • Video conferencing and meeting etiquette • Remote working timetable options

Attachment 1: Maslow Hierarchy of needs

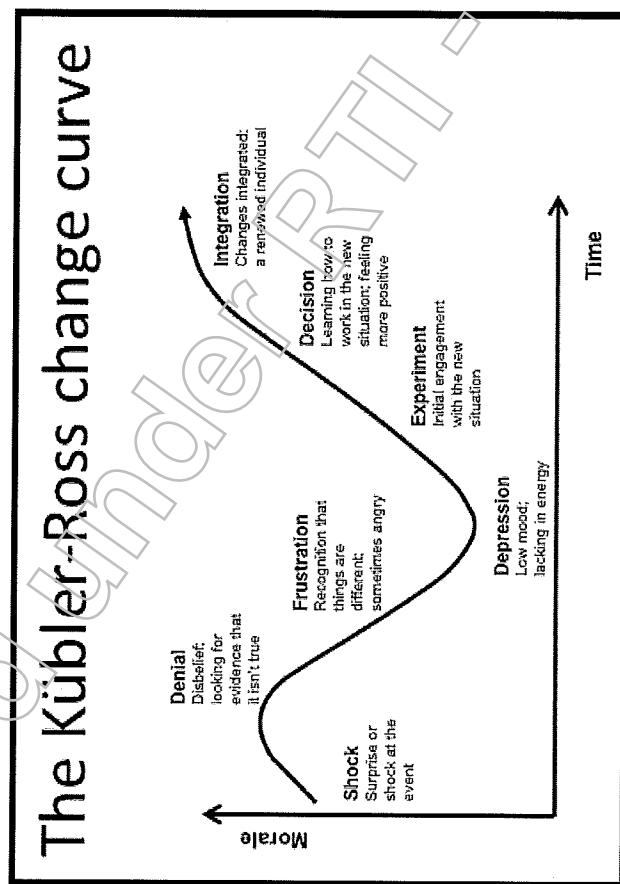
Maslow's hierarchy of needs is used to study how humans intrinsically partake in behavioural motivation. Maslow used the terms "physiological", "safety", "belonging and love", "social needs" or "esteem", and "self-actualization" to describe the general pattern of human motivations.



Attachment 2: Change Curve

Every organisation needs to bring about changes in its management and policies. Some of these are initiated by the business, whilst others are initiated in response to a changing environment e.g. COVID-19. Besides the improvement of systems (ie. Introduction of new technology to connect), there must be a change in the employees as well. It is important for the employees too to adapt and change accordingly. Only when the workforce of an organisation makes personal changes, or transitions can the business move ahead and reap the benefits.

Every organisation needs to support their employees in the process of making transitions or changes. These individual transformations can be traumatic, especially when compounding with personal changes and challenges presented at the same time e.g. COVID-19 is shifting the way we work and in some instances what work we do, at the same time as navigating personal changes such as potential illness and financial concern.



Pulse Survey

This pulse survey has been developed to better understand how employees are feeling about DPC's overall response to COVID-19 including recent changes to your work environment such as split team arrangements and working from home. The survey will be conducted at regular intervals and employee responses will be used to help guide future workforce actions to ensure that the health, safety and wellbeing of all DPC employees is prioritised in these uncertain times.

Please note that information collected does not identify individual employees, ensuring the protection of their right to privacy.

1. What division do you work in?

- Cabinet Services
- Corporate and Government Services
- COVID-19 Response and Recovery Taskforce
- Criminal Justice Reform Framework Program Management Office
- Office of the Director-General
- Office of the Queensland Parliamentary Counsel
- Policy Division
- Public Sector Reform Office
- Strategy and Engagement
- 2032 Taskforce

Released under RTI - DPC

Pulse Survey

2. What is your classification?

- AO2 - AO3
- AO4 and equivalent
- AO5 and equivalent
- AO6 and equivalent
- AO7 and equivalent
- AO8 and equivalent
- SO
- SES+

Released under RTI - DPC

Pulse Survey

3. Do you have enough meaningful work to do?

- Yes - within my current team
- Yes - I'm assisting another team within my division
- Yes - I'm assisting another division within DPC
- Yes - I'm assisting as part of the sector mobilisation strategy
- Yes - I'm assisting in Community Recovery Ready Reserves
- No - I do not have meaningful work and have capacity to assist other teams/divisions/departments

Other

Released under RTI - DPC

Pulse Survey

4. How regularly are you keeping in contact with your teams?

- Multiple times a day
- Once a day
- Every few days
- About once a week
- I do not keep in regular contact with my team
- Other (please specify)

Released under RTI - DPC

Pulse Survey

5. What technology do you use to keep in contact with your teams (choose more than one if applicable)

- Teams
- Skype
- Emails
- Phone
- Other (please specify)

Released under RTI - DPC

Pulse Survey

6. To what extent do you agree with the following statements?

	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
I have access to information necessary to do my job well	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have access to resources to support my health and wellbeing during this time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am supported by my manager to do my job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am supported by my peers and colleagues to do my job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Senior leaders in my organisation clearly consider the wellbeing of employees to be important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Released under RTI - DPC

Pulse Survey

7. The current environment has provided many opportunities to do things differently and change the way we operate, from both a personal and work perspective. What are some of the benefits you have experienced so far? (choose more than one if applicable)

- Reduction of travel time
- Less interruptions
- Increased productivity
- More flexibility
- Opportunity to upskill
- Opportunity to do different work in support of Queenslanders
- Ability to access professional development/ online training/ webinars
- Other (please specify)

Released under RTI - DPC

Pulse Survey

8. The current environment has required us to quickly change how we work. What are the biggest challenges you are currently facing? (choose more than one if applicable)

- Lack of motivation
- Issues with technology
- Lack of communication within your team
- Trouble managing your time
- Feeling disconnected from your team
- Unable to switch off when not working
- Feeling isolated
- Other (please specify)

Released under RTI - DPC

Pulse Survey

9. Do you have any further comments?

Thank you for your responses

Released under RTI - DPC

Making a positive difference for Queenslanders now and in the future.
 We lead a responsive, effective and accountable government that serves the Premier and Cabinet and the people of Queensland.

Leadership

We are all leaders. We inspire and motivate each other to achieve excellence. We embrace shared responsibility for delivering results.

Inclusion

We value and embrace the diversity of all staff. We represent the broader Queensland community and are inclusive and respectful.

Collaboration

We work together to deliver quality outcomes for stakeholders. Our partner-focused approach means we learn from each other and are connected and engaged.

Empowerment

We are all valued and recognised for the contributions we make and are empowered with the knowledge and skills to do our jobs effectively.

Innovation

We are future focused creative problem solvers. We seek new ideas, systems and processes to drive continuous improvement.

Trust

We uphold a culture built on trust and respect. We demonstrate accountability, transparency and authenticity in all we do.

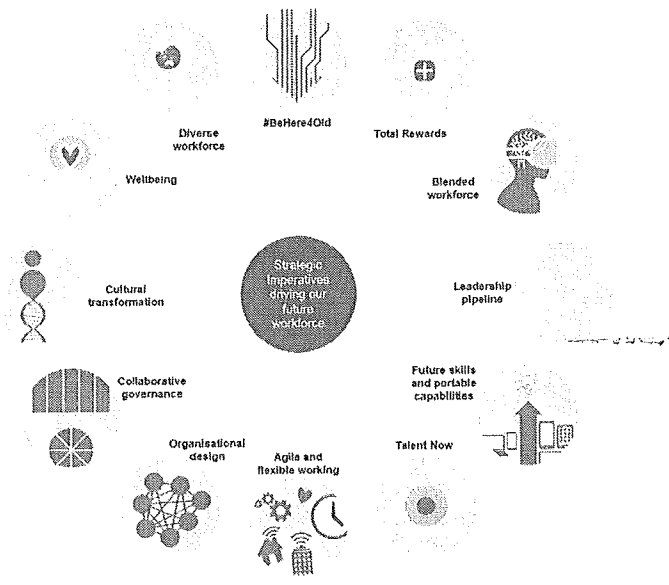
To ensure we continue to deliver exceptional services to Queenslanders and are prepared for future challenges on the horizon, a whole-of-sector workforce approach is critical. The Public Service Commission co-designed the 10-year human capital outlook and 3 year strategic roadmap which provide the sector with a plan for the future. Together they form the agenda for change and drive the strategic imperatives to position the sector for a radically different future. Strategic imperatives for the following 3 years include:

Human capital
 Attract, develop and retain the best talent to deliver exceptional services to Queenslanders.

Leadership and culture
 Inspire and motivate each other to achieve excellence and embrace shared responsibility for delivering results.

Workforce planning
 Ensure the right people are in the right roles at the right time to deliver exceptional services to Queenslanders.

Skills and capabilities
 Develop and enhance the skills and capabilities of our workforce to deliver exceptional services to Queenslanders.



Released Under FOI/DPC

To ensure our workforce has the capabilities required for the future and aligns with whole of sector objectives, DPC will focus on 4 key objectives which will enable us to deliver on our six principles outlined above.

What success looks like	Strategies to achieve success	Performance indicators
<p>We have an innovative and effective workforce that is forward-thinking, embraces better ways of working and is connected and collaborative</p>	<ul style="list-style-type: none"> Build DPCs capacity to provide frank and fearless and forward thinking policy advice, integrated policy-making and Whole-of-Government coordination Support a culture where staff are recognised and rewarded for bringing new ideas and embracing better ways of working, are comfortable to take risks and challenge established-thinking Foster a connected and collaborative workforce, where staff readily share information, knowledge and experiences, and partner internally and externally to deliver solutions for Queenslanders 	<ul style="list-style-type: none"> Improved Working for Queensland Employee Opinion Survey results: <ul style="list-style-type: none"> Innovation and effectiveness Collaboration questions Improved customer feedback results (specific questions to be determined)
<p>We have a strategic workforce that seeks out and embraces new information, broader perspectives and opportunities for engagement</p>	<ul style="list-style-type: none"> Encourage employees to seek out new information, consider broader perspectives and draw upon relevant expertise from sources internal and external to Government Enable a more fluid and flexible workplace that supports agile working and is responsive to organisational opportunities and challenges Build engagement by ensuring DPC employees connect to and align with the department's vision to make a positive difference for Queenslanders 	<ul style="list-style-type: none"> Improved Working for Queensland Employee Opinion Survey results: <ul style="list-style-type: none"> Agency and job engagement Improved customer feedback results (specific questions to be determined) Departmental view of organisational agility and responsiveness (pulse survey)
<p>We have a strong and accountable workforce that demonstrates leadership at all levels, and role-models the highest standards of behaviour</p>	<ul style="list-style-type: none"> Ensure all employees understand their obligations and uphold the highest levels of integrity Empower staff to exercise personal leadership at all levels and take responsibility and accountability for their decisions, behaviours and actions Foster a workplace culture that sets clear expectations and performance outcomes, where staff have open and honest conversations about their strengths, weaknesses and opportunities for growth Build engagement by ensuring DPC employees connect to and align with the department's vision to make a positive difference for Queenslanders Build a resilient workforce where the health, wellbeing and safety of our staff is prioritised 	<ul style="list-style-type: none"> Improved Working for Queensland Employee Opinion Survey results: <ul style="list-style-type: none"> Job empowerment Workload and health 100% of eligible employees have performance development agreements in place Increased staff satisfaction with health, wellbeing and safety program
<p>We have a high performing workforce that is inclusive, and well-regarded for their capability, commitment and consistency</p>	<ul style="list-style-type: none"> Embed workforce practices that: <ul style="list-style-type: none"> support lifelong and future-focused learning accommodate different learning styles through the 70:20:10 framework ensure all staff have equal access to opportunities that build contemporary and highly regarded capability equip staff with transferable and multi-disciplinary skills to mobilise resources by continuously enhancing the expertise and technical competence of our workforce Cultivate a motivated, responsive and customer-focused workforce where staff take pride in their work and that of DPC, and provide the highest levels of customer service Support an inclusive, respectful, and socially responsible workplace where diversity of thought is valued and sought after Support a workforce culture that demonstrates positive and constructive behaviours towards people, problems and change Tailor programs that cater for and support employees through all stages of their employee life cycle 	<ul style="list-style-type: none"> Improved Working for Queensland Employee Opinion Survey results: <ul style="list-style-type: none"> diversity People and relationships Performance and development Achievement of diversity targets by 2022 Increased opportunities for staff to participate in initiatives that support an inclusive and diverse workplace Increased number of development opportunities identified under the 70:20:10 Improved customer feedback results (specific questions to be determined)

Strategic risks

We recognise that our workforce landscape is changing rapidly and while this offers opportunities, we will face risks including:

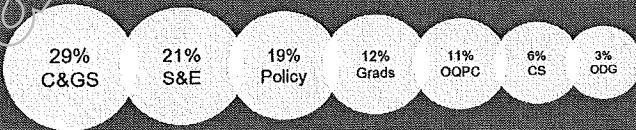
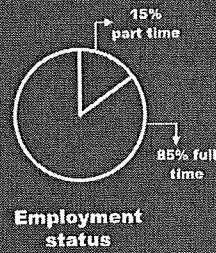
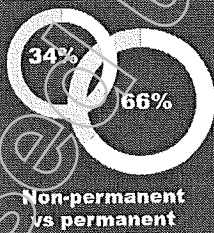
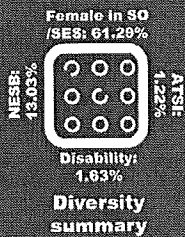
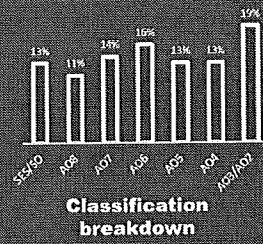
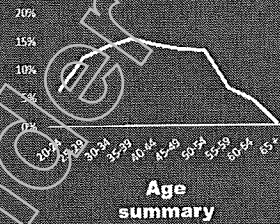
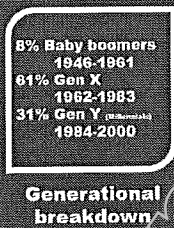
- Inability to keep up with the pace of change
- Failure to embrace digital disruption
- Ageing workforce and subsequent loss of knowledge
- Capability misalignment and failure to foster new and innovative approaches to leadership
- Lack of responsiveness and agility
- Failure to anticipate and respond to trends
- Lack of planning to address skills gaps and changing workforce demands

Opportunities

To ensure future success and a strong talent pipeline, we will need to embrace opportunities to:

- Equip staff with transferable skills through development opportunities, a commitment to constant skill renewal and building a culture to support lifelong learning
- Strengthen stakeholder relationships and public confidence through improved information sharing and engagement
- Better integrate with technology
- Increase diversity of thought through a more diverse and inclusive workforce
- Work collaboratively within DPC and across the sector
- Use data to better predict workforce trends and staffing priorities

466.95	Full time equivalent	3.84%	Separation rate
491	Total headcount	7.13days	Absenteeism
10.91yrs	Avg. tenure	5.39days	Avg. sick leave days
41.18yrs	Avg. age	0.41%	Eligible to retire
6.68%	Avg. earnings gap	65.6yrs	Avg. retirement age



Dave Stewart

From: Jessica Barge
Sent: Thursday, 2 April 2020 12:02 PM
To: Dave Stewart; Filly Morgan; Christine Castley; Leighton Craig; Tony Keyes; Julia Sheedy; Paul Martyn; Kylie Munnich (Screen QLD); Kerry Petersen; Shannon Cook; Libby Gregoric; Richard Watson (TIQ); Mark Cridland
Subject: Extraordinary CGG - agenda and papers - 3 April
Attachments: 1 - Agenda - Extraordinary CGG - 3 April.DOCX; 1.3 - Actions Log Extraordinary CGG - 3 April.DOCX; 3.1 - Strategic Workforce Plan.DOCX; 3.1.1 - Attachment 1 - Strategic Workforce Plan - updated 31 March.DOCX; 3.1.2 - Attachment 2 - SurveyMonkey_Pulse Survey questions only - 31.03.20.PDF; 4.1 - Operational risks at 1 April 2020.DOCX; 4.1.1 - Attachment 1 - Operational risks at 1 April.PDF; 4.1.2 - DPC COVID-19 Operational risk register - live version.XLSX; 4.2 - Physical device support process while working from home.DOCX

Dear all,

Please find attached the agenda and papers for Friday's extraordinary CGG meeting. The papers have also been uploaded to Convene for those of you who have access.

Kind regards,



Queensland
Government

Jessica Barge

Strategic Advisor, Office of the Deputy Director-General
Corporate and Government Services
Department of the Premier and Cabinet

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

Corporate Governance Group – Extraordinary Business Continuity Meeting – Coronavirus

Agenda

Date/Time: 4pm Friday, 3 April 2020
Location: Teleconference
Members: Dave Stewart (Chair), Filly Morgan, Mark Cridland, Christine Castley, Leighton Craig, Tony Keyes, Julia Sheedy
Observers: Kylie Munnich, Paul Martyn, Kerry Petersen, Shannon Cook, Libby Gregoric, Richard Watson
Apologies:
Secretariat: Jessica Barge

Teleconference details:

Dial in: 1800 556 264

Pin: 0548306#

Item No.	Agenda Item	Responsible Officer	Action	Paper Circulated
1	Preliminary matters			
1.1	Welcome and Apologies	Chair	Note	
1.2	Conflicts of interest	Chair	Note	
1.3	Action Log	All	Note	1.3
2	Situational update			
2.1	Situational update	Chair	Note	
3	Workforce			
3.1	Strategic workforce plan 2020 (COVID-19 response)	Libby Gregoric	Approve	3.1 - 3.1.2
3.2	Redeployment of staff	Libby Gregoric	Discuss	
4	Internal Operations			
4.1	Operational risks	Libby Gregoric	Note	4.1 - 4.1.2
4.2	Physical device support process while working from home	Libby Gregoric	Note	4.2
5	Communications			
5.1	Communications	Chair	Discuss	
6	Response and Recovery Taskforce update			
6.1	Response and Recovery Taskforce update	Paul Martyn	Note	
7	Other Business			
7.1	Other business	All		
7.2	Next Meeting	Chair	Note	

**Department of the Premier and Cabinet
Corporate Governance Group**

DATE	3 April 2020
TITLE	Strategic Workforce Plan: 2020 (COVID-19 response)
RESPONSIBLE AREA	Human Resource Services
RELATED PAPERS	Attachment 1 – Strategic Workforce Plan Attachment 2 – Pulse Survey

1. RECOMMENDATION

It is recommended that the Corporate Governance Group:

- **approve** the Strategic Workforce Plan 2020 (COVID-19 response) (**Attachment 1**)

2. KEY ISSUES

- The Strategic Workforce Plan 2018-2022 has been replaced by the Strategic Workforce Plan 2020 (COVID-19 response) to ensure our people strategies reflect the current environment and that the department is well positioned to meet our changing landscape.
- The objectives of the Strategic Workforce Plan 2020 will support employee engagement, performance and productivity through our response to COVID-19, focusing on meeting employees' basic needs (e.g. providing a safe place to work, job security), ensuring we take care of employees' psychological needs (e.g. connection/sense of belonging) which in turn will support our people to fully engage and deliver on DPC priorities during this uncertain time.
- The three objectives are:
 - Stay well – A healthy and well workforce
 - Stay connected - An informed and digitally connected workforce
 - Stay responsive – High performance through a productive and engaged workforce
- A Strategic Workforce Action Plan 2020 is currently being finalised to support delivery of the key objectives and strategies. These actions will leverage existing employee engagement activities and will be targeted to address employee needs in the current environment of working remotely and connecting virtually in a volatile, uncertain, complex and ambiguous environment.
- A key component of 'Stay connected' will be a regular employee pulse survey to understand how our employees are managing in the current environment (**Attachment 2**). The responses to the survey will be used to further inform and refine our people actions over the coming months.
- Actions under the Strategic Workforce Plan will be updated to meet changing workforce requirements.

**DEPARTMENT OF THE PREMIER AND CABINET
EXTRAORDINARY CORPORATE GOVERNANCE GROUP**

ACTIONS REGISTER: 3 April 2020

Members	Director-General (Chair) Deputy Director-General, Corporate and Government Services Deputy Director-General, Policy Deputy Director-General, Strategy and Engagement Cabinet Secretary, Cabinet Services Parliamentary Counsel Executive Director, Office of the Director-General	Dave Stewart Filly Morgan Mark Cridland Christine Castley Leighton Craig Tony Keyes Julia Sheedy
Observers	CEO, COVID-19, Response and Recovery Taskforce Deputy CEO, Trade and Investment Queensland COVID-19 Response and Recovery Taskforce COVID-19 Response and Recovery Taskforce General Manager, Corporate Services CEO Screen Queensland	Paul Martyn Richard Watson Kerry Petersen Shannon Cook Libby Gregoric Kylie Munnich
Secretariat	Strategic Advisor, Office of the Deputy Director-General, Corporate and Government Services	Jessica Barge

Actions Register			
Meeting date	Outstanding Actions	Person	Deadline/Status
1 April	Redeployment of statutory body staff – provide advice on eligibility of staff employed in statutory bodies to be redeployed	Filly Morgan	8 April
1 April	Hours of work – provide advice on any updates from PSC and OIR	Filly Morgan	Ongoing
1 April	Internal Communication strategy/plan to be circulated	Christine Castley	3 April
25 March	Prepare a list of work that will be put on hold due to COVID-19 priority response work	All	3 April / advice being collected
20 March	Internet and phone arrangements for staff working remotely – issue to be raised at Heads of Corporate meeting to understand arrangements of other agencies	Filly Morgan	27 March
23 March	Redeployment – revisit and update the list of staff who could be redeployed	All	1 April / data being collected
Completed actions			
23 March	Flu vaccinations – encourage staff to register and attend appointments	All	Ongoing / complete
23 March	Redeployment – Integrity Commissioner eager to assist. Kerry to reach out to Dr Nikola Stepanov	Kerry Petersen	27 March / Complete
25 March	Meetings with Consuls General – ensure representatives from TIQ, Strategy and Engagement and COVID-19 taskforce attend	Christine Castley and Paul Martyn	Complete. 30 March
25 March	Remind all staff to use (secure) wifi where possible when working remotely	All	Complete / Ongoing
18 March	All members to update the operational risk template for consideration by CGG	All members	27 March

**DEPARTMENT OF THE PREMIER AND CABINET
EXTRAORDINARY CORPORATE GOVERNANCE GROUP**

ACTIONS REGISTER: 3 April 2020

23 March	Redeployment – contact portfolio entities to seek lists of staff who could be redeployed	Filly Morgan	27 March
23 March	Local Government election – encourage staff to vote early	All	27 March
23 March	All Staff Forum – email draft agenda to CGG members	Libby Gregoric	24 March / completed
20 March	HR will continue to track absenteeism rates against the same time last year and report to CGG regularly	Libby Gregoric	Ongoing
20 March	CGG decided that DPC’s arrangements for internet and phone use for staff working from home are adequate and will continue	N/A	N/A
20 March	List of stand-alone printers required for when network issues arise. Confirmed: 4 printers	Libby Gregoric	27 March
20 March	Office of the Integrity Commissioner staff may be able to be redeployed to other areas. Filly to discuss further with Integrity Commissioner	Filly Morgan	27 March
19 March	DG requested that Divisional records identifying vulnerable staff include reference to those who have travelled, or had contact with people who have travelled, in the last 14 days. Divisional vulnerability records to be updated to include these categories if not already collected	All members	Ongoing
19 March	Secretariat to add Strategic HR as standing agenda item	Jess Martin	20 March/ Completed
19 March	DG requested advice on whether current absenteeism rates for people reporting as sick (non-COVID-19 related) is comparable to normal rates. Libby to advise on absenteeism rates as at this time last year	Libby Gregoric	20 March
19 March	Process for including those ELT members located outside of the building to be included on the panel for the all staff forum. Libby to develop some options	Libby Gregoric	23 March
19 March	Resources developed to support DPC staff working from home (including Manager’s checklist) to be shared with agency portfolio bodies	Filly Morgan	20 March/ Completed
18 March	Extraordinary CGG will meet daily this week. Future timing to be determined	N/A	N/A
18 March	CGG approved the updated CGG Terms of Reference	N/A	N/A
18 March	CGG approved that a new enterprise risk on coronavirus be added to the departmental Risk Register. New risk to be updated to include “implementation” in addition to planning.	Chris Smith	18 March/ Completed

**DEPARTMENT OF THE PREMIER AND CABINET
EXTRAORDINARY CORPORATE GOVERNANCE GROUP**

ACTIONS REGISTER: 3 April 2020

	Corporate Services to update the Risk Register accordingly		
18 March	CGG endorsed the approach to capturing emerging operational risks. Operational risk template to be distributed to all Divisions	Chris Smith	19 March/ Completed
18 March	CGG secretariat to add risk as a standing agenda item	Jess Martin	19 March/ Completed
18 March	CGG noted the redeployment table. Members agreed to continue revisiting this in light of changing circumstances. Secretariat to add as standing agenda item	Jess Martin	19 March/ Completed
18 March	Draft message to staff on long term leave developed and will be distributed to members along with a list of their staff on long term leave	Libby Gregoric	19 March/ Completed
18 March	CGG noted the need for clear advice on how the department can support people working from home who have limited phone or internet plans and don't have BYOD or a departmental device. Corporate Services to bring a paper to CGG	Libby Gregoric	20 March/ Completed
18 March	Strategic HR to be discussed at future meetings	All	Superseded by action above
18 March	DG agreed the all staff forum should be held virtually, with timing to be advised	Julia Sheedy	20 March/ Completed
18 March	DG advised of some immediate needs that could be met by the Ready Reserves. Libby to raise through DCDSS at SDCG	Libby Gregoric	20 March/ Completed

Released under
DPIC

**Department of the Premier and Cabinet
Corporate Governance Group**

DATE	3 April 2020
TITLE	Physical device support process while working from home
RESPONSIBLE AREA	Information Services
RELATED PAPERS	n/a

1. RECOMMENDATION

It is recommended that the Corporate Governance Group:

- **note** the process for physical device support while working from home for both DPC staff and Ministerial staff.

2. KEY ISSUES

- The following process will be put in place for DPC staff working from home and requiring physical support with their device (Surface Pro, Surface Book, Mac or department issued phone):
 - the staff member will raise a support call with the IT Service Desk by either telephone (07) 3003 9000 or email servicedesk@premiers.qld.gov.au
 - if the IT Service Desk determines that the issue needs to be physically addressed (unable to be fixed via remote assistance), the IT Service Desk will schedule a suitable time for the staff member to attend the 1WS on-site IT Helpdesk on level 28.
- If a staff member is unable to attend the 1WS on-site IT Helpdesk (due to being in quarantine or precautionary self-isolation on health grounds), courier services may be used to transport the device. This solution will be assessed on a case-by-case basis.
- This new process will be shared with the Local Information Officer (LIO) network to distribute to their teams and will also be available on the Ready Room Hub and communicated via an all staff Yammer.
- Ministerial Services has put in place a similar process to the one mentioned above to support Ministerial staff utilising the Ministerial Services Service Desk.

3. BACKGROUND

- The IT Service Desk provides physical device support for the Department of Premier and Cabinet, the Public Service Commission and the Office of the Queensland Parliamentary Counsel.
- The Ministerial Service Desk provides physical device support for Ministerial staff and offices.

DPC Coronavirus Operational Risk Register

The operational risk register below supports the new enterprise risk added

Risk 10 - "A sub-optimal response to the COVID-19 pandemic due to ineffe

Enterprise Risk Likelihood
Enterprise Risk Impact
Enterprise Risk Rating

Operational Risks

This is the potential risk that exists related to the response to the COVID-19 pandemic. These risks and their associated likelihood and impact roll up to the enterprise risk likelihood and impact for the purposes of reporting.

Ref	Potential risk
1	Possibility of non-compliant business processes occurring (e.g. purchasing on credit cards outside of departmental policy).
2	Potential for security issues arising from changing working practices (e.g. data leakage from people saving and printing documents away from departmental devices and printers, use of alternative internet connections, inadvertent screen-surfing and overhearing of departmental calls if working remotely).
3	Potential for non-compliant record management practices (e.g. use of unauthorised communication processes (Whatsapp), and decision-making through Teams not being captured in TRIM).
4	Potential for increased outages or deterioration of Internet connection speeds due to (e.g.) NBN bandwidth as many other organisations increase working remotely.

5	Uncertainty around impact on workcover claims – potential for reduction in journey claims, but potential for increase in claims due to unergonomic setup.
6	Potential for increased difficulty to undertake key deliverables if departmental devices break when working from home - many key systems require DPC network connection (TRIM, TCIS, SAP, Aurion, QuLLS)
7	Reliance on vendors in key areas - consideration of vendor capability and capacity to provide continuity of service.
8	Potential for localised building issues (e.g. leaks) to remain undetected or unreported for longer due to reduced staff in buildings.
9	Potential impact on key deliverables (incl mandated / legislative requirements) if widespread staff sickness, or key staff made unavailable.
10	Contract management - increasing risk of vendors becoming insolvent, or requirement for increased due diligence on vendors as a part of future procurement activity.
11	Potential impact on staff wellbeing - isolation, lack of interaction, regular breaks, psychosocial health and safety risks (incl stress and anxiety)
12	Potential for increased costs for EAP usage
13	Potential for inadvertent privacy breaches - e.g. handing out of staff personal phone numbers, over-sharing of medical conditions (where not COVID-19 related)
14	Potential for missed upcoming end dates (e.g. secondments, higher duties etc)

Last Updated: 1 April 2020 3:55pm

to the Enterprise Risk Register at the Extraordinary CGG meet

active or incomplete planning and implementation leading to an

to be discussed
to be discussed
to be discussed

These are the mitigations that are currently in place to reduce the likelihood or impact of the risk.

Mitigation
Local Information Officers (LIOs) have been reminded that departmental business practices remain unchanged.
Corporate credit card holders have received communication that there is no relaxation of current policy. CGG was informed 18 March 2020.
Ongoing communication – ‘Ready Room Hub’ and supervisors’ sessions contains reminders on security, information security team continues to post on Yammer. Ministerial Offices have been advised of WFH arrangements.
Increased monitoring of unusual activity by information security team.
Ongoing communication – ‘Ready Room Hub’ and supervisors’ sessions contain reminders on record management. MS IT is developing guidance for Ministerial Officers using WhatsApp, if approved for use in national communications regarding COVID-19
Monitor outages and staff queries through IT service desk, communications can be provided as required (e.g. use mobile hotspot instead of home broadband, disable video usage in Teams, work outside of peak internet usage periods).
Managing expectations through messaging regarding outages.

<p>Cautious in advice – not mandating OHS checklist to be completed (for operational purposes), but instead offering ‘better practice’ advice and guidance.</p> <p>Continue to monitor through HR / OGMCS/ MS HR</p> <p>Staff to contact HR Account Managers re Workcover claims</p>
<p>Continue to consider BCPs, succession plans, split teams between office and other locations. IT Helpdesk available 24/7</p>
<p>Identification of and engagement with key vendors, consideration of contingency plans</p>
<p>JLL would be responsible</p>
<p>BCPs, succession planning</p>
<p>Identification of and engagement with (particularly) key vendors, consideration of contingency plans</p>
<p>Managers – monitor staff, ask employees to flag concerns or feeling of disconnection, regular check-ins and mental health check-ins, virtual coffee catch ups, regular team meetings. Continue comms through DG newsletter and Ready Room Hub, and use of Benestar (EAP)</p>
<p>All staff forum on 25/3 - Oranges toolkit, daily musters</p>
<p>Staff can use Benestar app, monitor takeup of EAP</p>
<p>Establish team protocols around communication, continue BAU for reporting illness within teams but could flag e.g. “no need for concern” instead of divulging specific illness details</p>
<p>Reporting should continue BAU, supervisors to consider need for ongoing secondments and higher duties, but process remains unchanged.</p>

Released under RTI - DPC

**Department of the Premier and Cabinet
Extraordinary Corporate
Governance Group - Coronavirus**

DATE	3 April 2020
TITLE	Operational risks at 1 April 2020
RESPONSIBLE AREA	Internal Audit and Risk Services
RELATED PAPERS	Attachment 1: Operational risks at 1 April 2020

1. RECOMMENDATION

It is recommended that the Corporate Governance Group:

- **note** the status of emerging operational risks at 1 April 2020 (**Attachment 1**)

2. KEY ISSUES

- At the Extraordinary Corporate Governance Group (CGG) meeting on 18 March 2020, the proposed approach to capture emerging operational risks was endorsed.
- The department has identified 30 operational risks arising from the COVID-19 response.
- These risks have been collated and grouped into themes per **Attachment 1**, including risks to our people, information, controls, budget, systems and facilities, service delivery, efficiency and effectiveness, and risks to our future activities.
- Internal Audit and Risk Services will continue to consult with divisions on emerging risks, and will recirculate the operational risk register for review and update following this CGG meeting.
- Internal Audit and Risk Services will endeavor to identify business opportunities arising as a result of changes to working practices, and is working with Ernst and Young, our internal audit co-sourced provider, to identify and propose where resources can be reprioritised in response to emerging risks.

Released Under RTI - DPC

Strategic Workforce Plan 2020 (COVID-19 response)

Our principles: Leadership - Trust - Collaboration - Agility - Innovation - Inclusion

As we respond to the emerging COVID-19 situation and our changing landscape, it is more important than ever that we have a high performing workforce focussed on delivering essential services to Queenslanders. We will achieve this by realigning our people strategies around three key objectives: stay well, stay connected and stay responsive.

The objectives outlined in the Strategic Workforce Plan 2020 are key to supporting our people in difficult times and providing the necessary building blocks for maintaining staff motivation, engagement and productivity in the current environment. This plan adopts a tiered approach to addressing staff needs in order of priority so that as an organisation we ensure our staff are well supported to reach their full potential and in turn can deliver on DPC priorities. (Refer to **Attachment 1** – Maslow’s Hierarchy of Needs). In particular, this plan will focus on strategies that:

1. meet staff’s basic needs (e.g. job security, a safe place to work) **[Stay Well]**
2. ensure staff’s psychological needs are taken care of (e.g. connection/sense of belonging) **[Stay Connected]**
3. enable staff can fully engage and work effectively in a volatile, uncertain, complex and ambiguous environment **[Stay responsive]**.

Objectives	What success looks like	Strategies to achieve success	Measures
<p>Stay well: A healthy and well workforce</p>	<p>Our workforce is:</p> <ul style="list-style-type: none"> • physically and psychologically healthy • supported to maintain their overall health and wellbeing <p>Our senior leaders prioritise employee health and wellbeing</p> <p>Our managers understand how to support their team and have the resources/information to do so</p>	<ul style="list-style-type: none"> • Deliver a program of work to address: <ul style="list-style-type: none"> • Mental and emotional wellbeing • Physical wellbeing • Social wellbeing • Financial wellbeing • Career wellbeing • to enable DPC to continue to deliver for the people of Queensland. • Strengthen employee resilience through training, Employee Assistance Program (EAP) services and providing targeted information • Ensure staff’s basic needs are identified and addressed e.g. concerns about job security, access to paid leave, sense of safety (based on Maslow’s hierarchy of needs) • Ensure all staff continue to have a sense of purpose through being engaged in meaningful work • Undertake regular wellbeing checks to ensure staff are feeling supported and able to work in their changed and changing environment (R U OK?) 	<ul style="list-style-type: none"> • % of sick leave taken outside of coronavirus vs % sick leave taken for the same period last year • Number and type of EAP sessions being provided and the type (e.g. mental health, financial, relationships) • Pulse survey results re: health and wellbeing, trending positively over time • Number of wellbeing related queries received by Human Resource Services (HRS) • Type of wellbeing queries received by HRS

Objectives	What success looks like	Strategies to achieve success	Measures
<p>Stay connected: An informed and digitally connected workforce</p>	<p>Our workforce is connected:</p> <ul style="list-style-type: none"> internally with their team, peers, managers, branch, division, department externally with stakeholders and clients to ensure service delivery. 	<ul style="list-style-type: none"> Engage in frequent online face-to-face communication using available technology Engage the Principal Advisors and LIO network to seek qualitative feedback on how people are managing in their current circumstances Connect with colleagues who are deployed as part of sector mobilisation program to ensure their ongoing wellbeing Encourage informal conversations, with a focus on online social interactions (both professional and personal) which replace traditional 'water cooler conversations' 	<ul style="list-style-type: none"> Pulse survey results re communication and use of digital solutions Feedback from Principal Advisors and LIO network Employee uptake of various communication channels (e.g. Ready Room Hub, DG news, Yammer, All staff Forum)
<p>Stay responsive: High performance through a productive and engaged workforce</p>	<p>Our workforce:</p> <ul style="list-style-type: none"> understands what, when, how and why they do their work understands their priorities (must do vs nice to do) has the skills and attitude to be agile and flexible is accepting of the changing nature of our work in response to COVID-19 and can adapt to meet rapidly changing circumstances, remains productive, motivated and highly engaged. 	<ul style="list-style-type: none"> Ensure all staff contribute in a meaningful way, and understand emerging priorities and changes to what and how they deliver Deploy staff within or external to DPC to meet sector wide workforce priorities Empower staff to contribute and work autonomously Support managers to supervise staff remotely using an outcomes-based approach, communicating the bigger picture and being clear around priorities and changing expectations Develop skills to lead and respond to a volatile, uncertain, complex and ambiguous (VUCA) environment Ensure employees have the skills to work remotely, understanding the context or place they work in may change to meet the evolving needs of the sector 	<ul style="list-style-type: none"> Use HR data sets to identify trends and emerging issues Pulse survey results Number of staff and number of deployments: <ul style="list-style-type: none"> as part of Ready Reserves as part of sector mobilisation within DPC to meet surge priorities Workforce meets their business plan priorities subject to changing requirements

Key Strategic People Risks

Opportunities

- Potential for reduced productivity / inability to deliver services through people being absent due to physical or mental health issues.
- Potential for reduced productivity / inability to deliver services through people being absent whilst caring for the elderly or children.
- Potential for low engagement, morale and productivity due to a lack of meaningful work to do.
- Potential for low productivity and low employee engagement due to an inability to effectively manage a remote workforce
- Potential difficulty rolling back flexible work arrangements.
- Potential for increased injuries due to work from home including slips, trips, falls, poor ergonomic set up, lack of breaks, lack of exercise, increased sedentary periods.
- Potential impacts on employees due to isolation for long periods of time.
- Potential burnout due to staff caring for children/dependents and undertaking full day over extended period of time.
- Staff working outside normal span of hours (6am-6pm) to accommodate caring and or other responsibilities.
- People not understanding individual response to change (see below) and either not identifying people who are not coping or not being equipped to respond effectively to those in need of support.

- The workforce will be more adaptable, resourceful and flexible as a result of the experience.
- Increased resilience of the workforce.
- Flexible work practices effectively embedded.
- Management skill increases to effectively manage remote teams and manage by outcomes.
- Uptake of technological solutions to stay connected with others.
- Higher skilled workforce, having worked as part of a response team / task force or for other teams and departments.
- Increased trust and autonomy for employees.
- Develop leadership and management skills to effectively manage a team remotely in a time of high volatility, uncertainty, complexity and ambiguity.

Individual response to change

A key risk of delivering our Strategic Plan is being able to effectively support people through their personal response to the changing environment. At the same time as the department moves through phases of embedding and normalising our new way of working, individuals will respond differently and will be at different points on their own personal change journey.

Employees will move through various iterations of changes as their personal/professional circumstances change e.g. change of job – assigned to new department to assist with surge work, grappling with new technology, sense of isolation working from home and living by themselves, critically ill relative/friend, significant financial impact due to stock market crash, financial pressure due to lost rent with tenant unable to pay, partner lost casual job, concern re own temporary employment situation.

Managers and colleagues will experience employees in different stages of denial, shock, anger, anxiety, fear, frustration and commitment over time (refer to Attachment 2 – Kubler-Ross change curve). As a department we need to have the collective skills to respond appropriately to people in different stages of the change curve.

Key skill requirements:

All Staff	Learning strategy
<ul style="list-style-type: none"> Resilience, agility and adaptability 	Oranges Toolkit training and/or All Staff Forum resources, online training, EAP resources, Ted Talks, articles
<ul style="list-style-type: none"> IT capability e.g. Microsoft teams 	IS team to provide support to team, On the job learning, Teams sharing daily tips
<ul style="list-style-type: none"> Teamwork and collaboration - operating as a virtual team 	On the job learning. Reflection on what is working well. Seek support from IS for technical issues, learning through others, tips and tricks, resources
<ul style="list-style-type: none"> Effective communication 	Online workshops available
<ul style="list-style-type: none"> Working through times of uncertainty 	Online workshops available, Benestar
<ul style="list-style-type: none"> Understanding the stages of grief 	EAP including Benehub
<ul style="list-style-type: none"> Understanding the change curve 	Articles, Kubler:Ross Change Curve Model
Managers	
<ul style="list-style-type: none"> Managing people during crisis / in a VUCA environment 	Articles, online 1-hour workshop available
<ul style="list-style-type: none"> Resilience, agility and adaptability 	Manager to use follow up activities from Leadership Lens, online training, EAP resources, Ted Talks, articles, support from Oranges Toolkit
<ul style="list-style-type: none"> Managing remote teams 	Webinars, fact sheets, online training sessions available
<ul style="list-style-type: none"> Having difficult conversations 	For Gov site, articles
<ul style="list-style-type: none"> Managing performance 	For Gov site, articles
<ul style="list-style-type: none"> Managing by outcomes (not time) 	For Gov site, articles
<ul style="list-style-type: none"> Understanding the change curve 	Articles, Kubler:Ross Change Curve Model
<ul style="list-style-type: none"> Understanding the stages of grief 	EAP including Benehub (Manager assist), support from Oranges Toolkit

NB: Many providers are currently converting traditional face to face training to online formats with more options regularly becoming available.

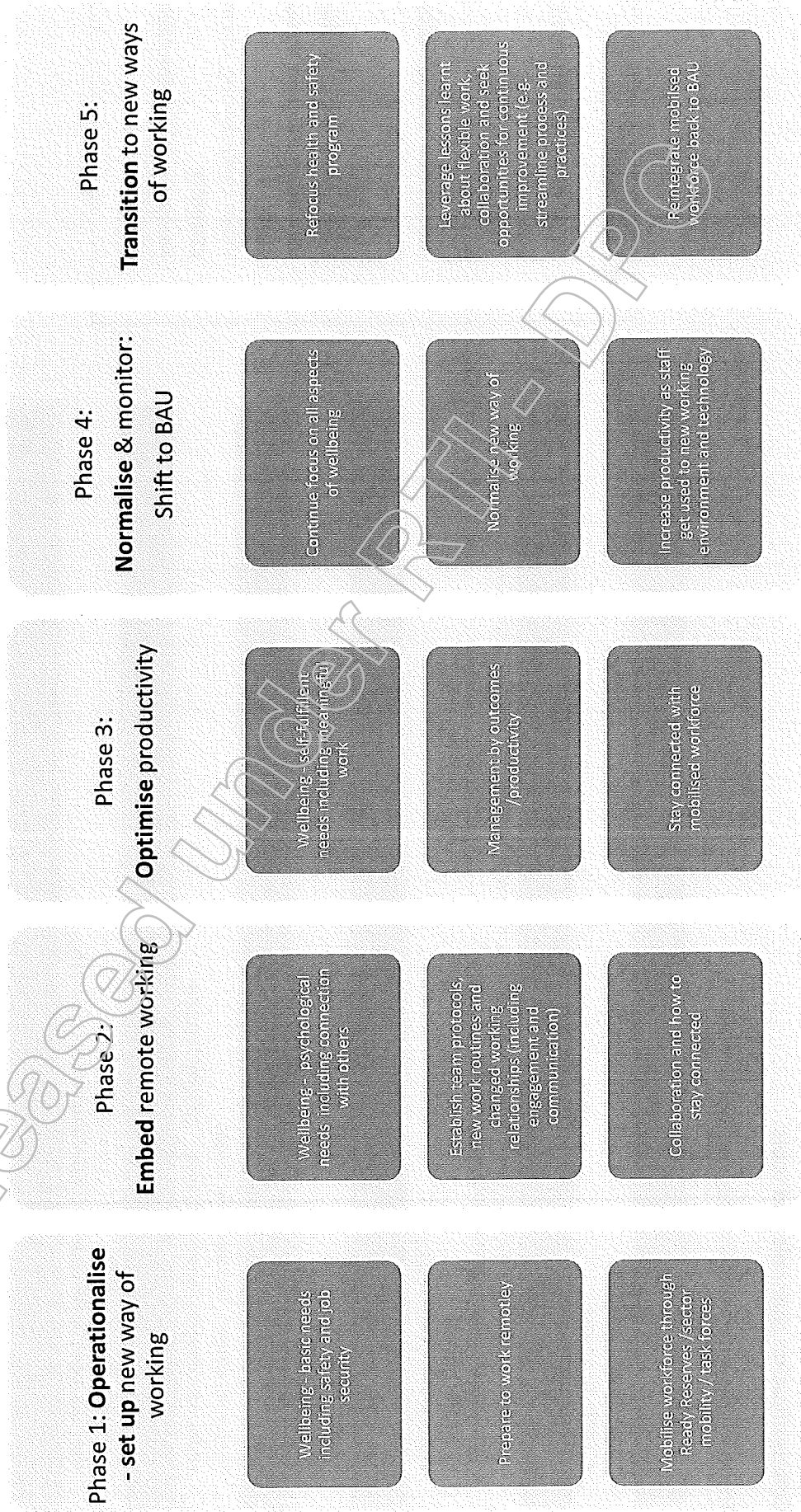
Some management/leadership development may be delivered virtually to a large audience in a similar format to the All Staff Forum.



Timing

Embedding new ways of working and how we support our people through change will evolve over time.

As a department we will move through several phases during 2020, requiring different approaches. The diagram below illustrates anticipates this process. Timeframes will respond according to need.



Communication channels and tools

The following communication channels will be used

DG email updates

- General DPC updates
- COVID-19 updates

Compass COVID-19 Hub

- Information tiles (including factsheets/links) – DG Updates, stay well, stay connected, stay responsive, info for staff, info for supervisors, general info, key contacts
- 'Just ask' button
- Twitter and yammer feeds

Compass News

- Feature stories
- General stories

Yammer

- Relevant articles, TED talks and videos
- Informal conversations and sharing - 'culture' focused

LJO Network and DDG Offices (through Principal Advisors)

- Leverage for promotion
- Existing monthly HR updates (L&D/Culture focus currently)

Additional

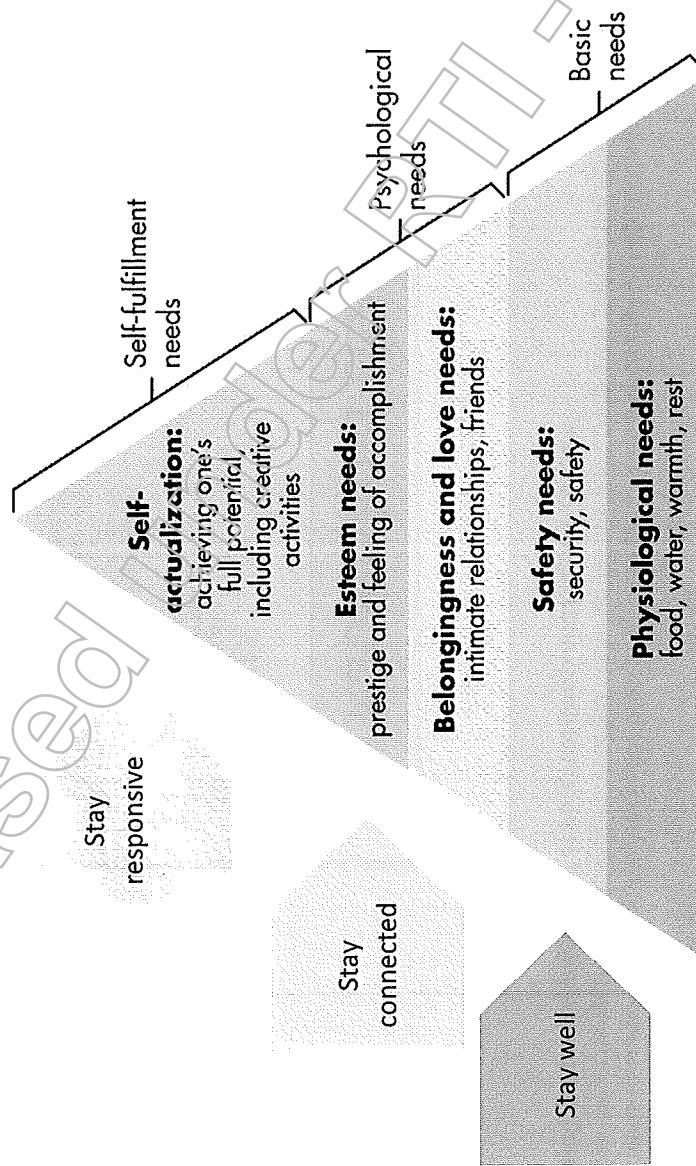
- All Staff Forums
- Speaker Series / Plates of Inspiration
- All Voices
- Virtual Open Office Hour (DG or other executive)
- Signature blocks

DPC Factsheets

- Supervisor checklist and FAQ
- Staying connected
- Staying productive
- Remote working
- Recruitment and selection during COVID-19
- Staff FAQ
- WFH with kids and partners
- Supporting children through COVID-19
- Video conferencing and meeting etiquette
- Remote working timetable options

Attachment 1: Maslow Hierarchy of needs

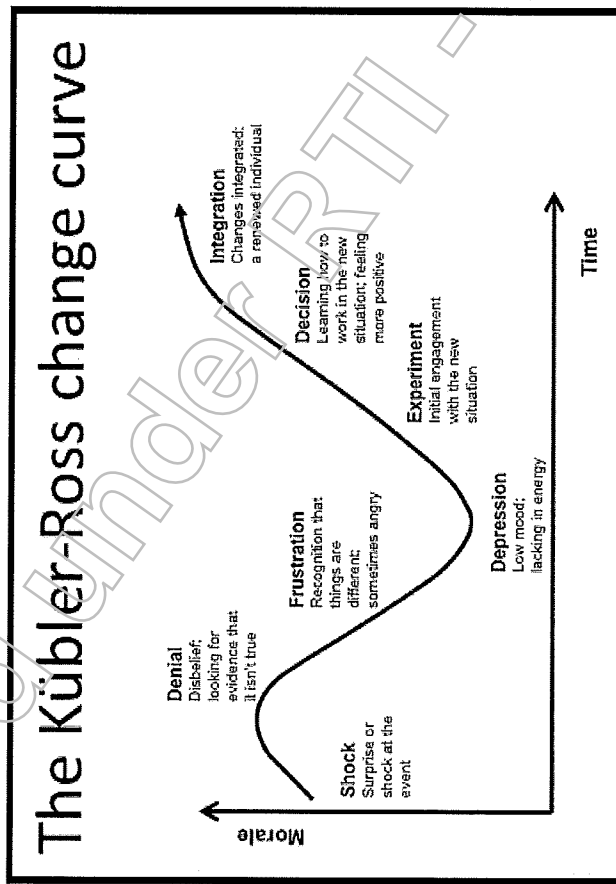
Maslow's hierarchy of needs is used to study how humans intrinsically partake in behavioural motivation. Maslow used the terms "physiological", "safety", "belonging and love", "social needs" or "esteem", and "self-actualization" to describe the general pattern of human motivations.



Attachment 2: Change Curve

Every organisation needs to bring about changes in its management and policies. Some of these are initiated by the business, whilst others are initiated in response to a changing environment e.g. COVID-19. Besides the improvement of systems (ie. Introduction of new technology to connect), there must be a change in the employees as well. It is important for the employees too to adapt and change accordingly. Only when the workforce of an organisation makes personal changes, or transitions can the business move ahead and reap the benefits.

Every organisation needs to support their employees in the process of making transitions or changes. These individual transformations can be traumatic, especially when compounding with personal changes and challenges presented at the same time e.g. COVID-19 is shifting the way we work and in some instances what work we do, at the same time as navigating personal changes such as potential illness and financial concern.



Pulse Survey

This pulse survey has been developed to better understand how employees are feeling about DPC's overall response to COVID-19 including recent changes to your work environment such as split team arrangements and working from home. The survey will be conducted at regular intervals and employee responses will be used to help guide future workforce actions to ensure that the health, safety and wellbeing of all DPC employees is prioritised in these uncertain times.

Please note that information collected does not identify individual employees, ensuring the protection of their right to privacy.

1. What division do you work in?

- Cabinet Services
- Corporate and Government Services
- COVID-19 Response and Recovery Taskforce
- Criminal Justice Reform Framework Program Management Office
- Office of the Director-General
- Office of the Queensland Parliamentary Counsel
- Policy Divison
- Public Sector Reform Office
- Strategy and Engagement
- 2032 Taskforce

Released under RTI - DPC

Pulse Survey

2. What is your classification?

- AO2 - AO3
- AO4 and equivalent
- AO5 and equivalent
- AO6 and equivalent
- AO7 and equivalent
- AO8 and equivalent
- SO
- SES+

Released under RTI - DPC

Pulse Survey

3. Do you have enough meaningful work to do?

- Yes - within my current team
- Yes - I'm assisting another team within my division
- Yes - I'm assisting another division within DPC
- Yes - I'm assisting as part of the sector mobilisation strategy
- Yes - I'm assisting in Community Recovery Ready Reserves
- No - I do not have meaningful work and have capacity to assist other teams/divisions/departments

Other

Released under RTI - DPC

Pulse Survey

4. How regularly are you keeping in contact with your teams?

- Multiple times a day
- Once a day
- Every few days
- About once a week
- I do not keep in regular contact with my team
- Other (please specify)

Released under RTI - DPC

Pulse Survey

5. What technology do you use to keep in contact with your teams (choose more than one if applicable)

- Teams
- Skype
- Emails
- Phone
- Other (please specify)

Released under RTI - DPC

Pulse Survey

6. To what extent do you agree with the following statements?

	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
I have access to information necessary to do my job well	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have access to resources to support my health and wellbeing during this time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am supported by my manager to do my job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am supported by my peers and colleagues to do my job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Senior leaders in my organisation clearly consider the wellbeing of employees to be important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Released under RTI + DPC

Pulse Survey

7. The current environment has provided many opportunities to do things differently and change the way we operate, from both a personal and work perspective. What are some of the benefits you have experienced so far? (choose more than one if applicable)

- Reduction of travel time
- Less interruptions
- Increased productivity
- More flexibility
- Opportunity to upskill
- Opportunity to do different work in support of Queenslanders
- Ability to access professional development/ online training/ webinars
- Other (please specify)

Released under RTI - DPC

Pulse Survey

8. The current environment has required us to quickly change how we work. What are the biggest challenges you are currently facing? (choose more than one if applicable)

- Lack of motivation
- Issues with technology
- Lack of communication within your team
- Trouble managing your time
- Feeling disconnected from your team
- Unable to switch off when not working
- Feeling isolated
- Other (please specify)

Released under RTI - DPC

Pulse Survey

9. Do you have any further comments?

Thank you for your responses

Released under RTI - DPC

The operational risk register below supports the new enterprise risk added to the Enterprise Risk Register at the Extraordinary CGG meeti
 Risk 10 - "A sub-optimal response to the COVID-19 pandemic due to ineffective or incomplete planning and implementation leading to an

Enterprise Risk Likelihood	to be discussed
Enterprise Risk Impact	to be discussed
Enterprise Risk Rating	to be discussed

Operational Risks

<i>This is the potential risk that exists related to the response to the COVID-19 pandemic. These risks and their associated likelihood and impact roll up to the enterprise risk likelihood and impact for the purposes of reporting.</i>	<i>These are the mitigations that are currently in place to reduce the likelihood or impact of the risk.</i>
--	--

Ref	Potential risk	Mitigation
1	Possibility of non-compliant business processes occurring (e.g. purchasing on credit cards outside of departmental policy).	Local Information Officers (LIOs) have been reminded that departmental business practices remain unchanged. Corporate credit card holders have received communication that there is no relaxation of current policy. CGG was informed 18 March 2020.
2	Potential for security issues arising from changing working practices (e.g. data leakage from people saving and printing documents away from departmental devices and printers, use of alternative internet connections, inadvertent screen-surfing and overhearing of departmental calls if working remotely).	Ongoing communication – 'Ready Room Hub' and supervisors' sessions contains reminders on security, information security team continues to post on Yammer. Ministerial Offices have been advised of WFH arrangements. Increased monitoring of unusual activity by information security team.
3	Potential for non-compliant record management practices (e.g. use of unauthorised communication processes (Whatsapp), and decision-making through Teams not being captured in TRIM).	Ongoing communication – 'Ready Room Hub' and supervisors' sessions contain reminders on record management. MS IT is developing guidance for Ministerial Officers using WHatSapp, if approved for use in national communicaitons regarding COVID-19
4	Potential for increased outages or deterioration of Internet connection speeds due to (e.g.) NBN bandwidth as many other organisations increase working remotely.	Monitor outages and staff queries through IT service desk, communications can be provided as required (e.g. use mobile hotspot instead of home broadband, disable video usage in Teams, work outside of peak internet usage periods). Managing expectations through messaging regarding outages.
5	Uncertainty around impact on workcover claims – potential for reduction in journey claims, but potential for increase in claims due to unergonomic setup.	Cautious in advice – not mandating OHS checklist to be completed (for operational purposes), but instead offering 'better practice' advice and guidance. Continue to monitor through HR / OGMCS/ MS HR Staff to contact HR Account Managers re Workcover claims
6	Potential for increased difficulty to undertake key deliverables if departmental devices break; when working from home - many key systems require DPC network connection (TRIM, TCIS, SAP, Aurion, QuILLS)	Continue to consider BCPs, succession plans, split teams between office and other locations. IT Helpdesk available 24/7
7	Reliance on vendors in key areas - consideration of vendor capability and capacity to provide continuity of service.	Identification of and engagement with key vendors, consideration of contingency plans
8	Potential for localised building issues (e.g. leaks) to remain undetected or unreported for longer due to reduced staff in buildings.	JLL would be responsible
9	Potential impact on key deliverables (incl mandated / legislative requirements) if widespread staff sickness, or key staff made unavailable.	BCPs, succession planning
10	Contract management - increasing risk of vendors becoming insolvent, or requirement for increased due diligence on vendors as a part of future procurement activity.	Identification of and engagement with (particularly) key vendors, consideration of contingency plans

11	Potential impact on staff wellbeing - isolation, lack of interaction, regular breaks, psychosocial health and safety risks (incl stress and anxiety)	Managers – monitor staff, ask employees to flag concerns or feeling of disconnection, regular check-ins and mental health check-ins, virtual coffee catch ups, regular team meetings. Continue comms through DG newsletter and Ready Room Hub, and use of Benestar (EAP) All staff forum on 25/3 - Oranges toolkit, daily musters
12	Potential for increased costs for EAP usage	Staff can use Benestar app, monitor takeup of EAP
13	Potential for inadvertent privacy breaches - e.g. handing out of staff personal phone numbers, over-sharing of medical conditions (where not COVID-19 related)	Establish team protocols around communication, continue BAU for reporting illness within teams but could flag e.g. "no need for concern" instead of divulging specific illness details
14	Potential for missed upcoming end dates (e.g. secondments, higher duties etc)	Reporting should continue BAU, supervisors to consider need for ongoing secondments and higher duties, but process remains unchanged.

Released under RTI - DP3

From: [Samantha Mee](#)
To: [Jessica Martin](#); [Libby Gregoric](#); [Filly Morgan](#); [Casey Watters](#); [Elizabeth Buckby](#)
Cc: [Bronte Kuusik](#)
Subject: 18/03/2020 COVID-19 workforce reporting data as at 1pm
Date: Wednesday, 18 March 2020 1:22:53 PM
Attachments: [image001.png](#)
[image005.png](#)
[image006.jpg](#)

Good afternoon all

Please see below available data for today 18 March 2020 as at 1pm. We are still waiting on data from both TIQ and ODG to complete today's report.

Current figures as follows:

Total absences due to COVID-19 illness (diagnosed)	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	2
Total absences due to self-isolation on health advice - working from home	3

Additional data:

Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	1
Total absences due to self-isolation (precautionary, not on medical advice) - working from home	29
Total absences due to other sick or carers leave (non COVID-19 related)	12

Kind regards

Samantha Mee

Human Resource Consultant – Diversity and Inclusion

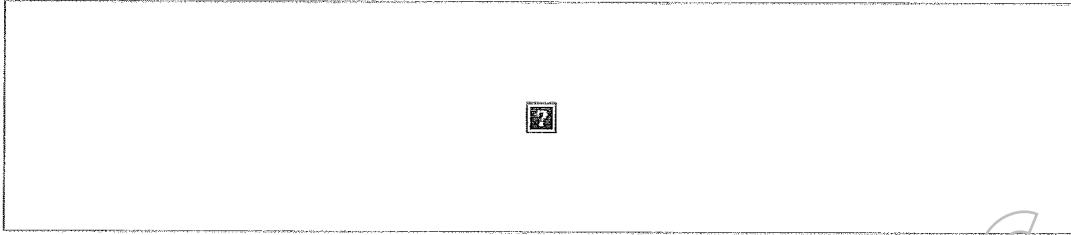
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Released under RTI - DPC

From: [Samantha Mee](#)
To: [Filly Morgan](#); [Libby Gregoric](#); [Jessica Martin](#); [Elizabeth Buckby](#); [Casey Watters](#)
Cc: [Bronte Kuusik](#); [Samantha Mee](#)
Subject: 20/03/2020 COVID-19 workforce reporting data as at 2pm
Date: Friday, 20 March 2020 2:07:21 PM
Attachments: [image001.png](#)
[image004.png](#)
[image005.jpg](#)

Good afternoon all

Please see below available COVID-19 workforce reporting data for today 20 March 2020 as at 2pm. We are still waiting on data from ODG to complete today's report.

Current figures as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self isolated dependants, or caring for well dependants who are affected by service closures)	0	3	0	3
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	1	1	2	4
Total absences due to self-isolation on health advice - working from home	2	4	3	9

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	1	N/A	1	2
Total absences due to self-isolation (precautionary, not on medical advice) - working from home	19	N/A	9	28
Total absences due to other sick or carers leave (non-COVID-19 related)	13	N/A	7	20

Kind regards

Samantha Mee

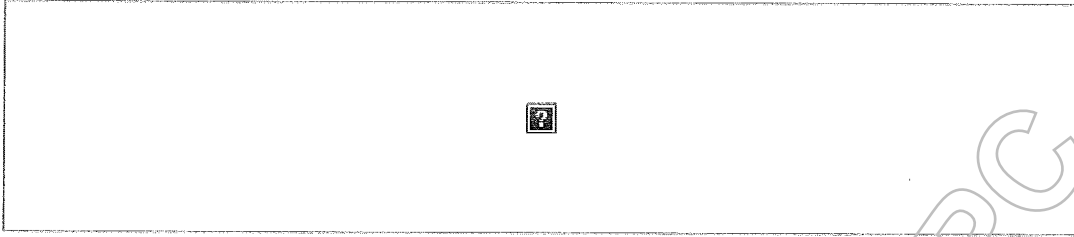
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From: [Samantha Mee](#)
To: [Filly Morgan](#); [Libby Gregoric](#); [Elizabeth Buckby](#); [Casey Watters](#); [Jessica Martin](#)
Cc: [Bronte Kuusik](#); [Samantha Mee](#)
Subject: COVID-19 final workforce data for 20.3.2020
Date: Friday, 20 March 2020 4:45:27 PM
Attachments: [image001.png](#)
[image002.png](#)
[image004.jpg](#)

Good afternoon all

Please see below COVID-19 workforce reporting data for today Friday 20 March 2020 as submitted to PSC.

We are missing data from ODG to complete today's report (I did call to follow up), however we can amend on Monday to include their response if it impacts the below figures.

Current figures as reported to PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	3	0	3
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	1	1	2	4
Total absences due to self-isolation on health advice - working from home	2	4	3	9

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	1	N/A	1	2
Total absences due to self-isolation (precautionary, not on medical advice) - working from home	19	N/A	9	28
Total absences due to other sick or carers leave (non-COVID-19 related)	13	N/A	7	20

Please contact me if you have any questions about today's reporting.

Kind regards

Samantha Mee

Human Resource Consultant – Diversity and Inclusion

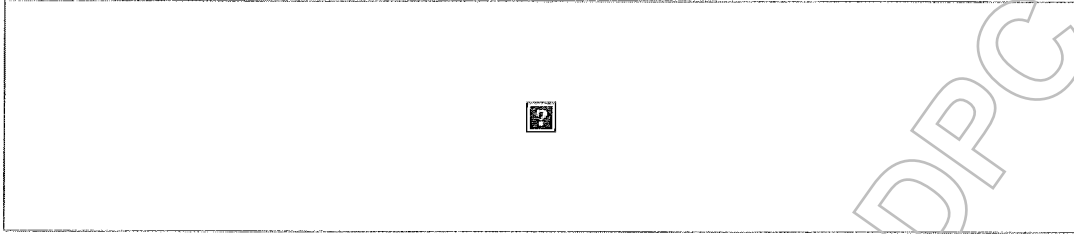
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Released under RTI - DPC

From: [Samantha Mee](#)
To: [Filly Morgan](#); [Libby Gregoric](#); [Elizabeth Buckby](#); [Casey Watters](#)
Cc: [Bronte Kuusik](#); [Samantha Mee](#)
Subject: 23/03/2020 COVID-19 workforce reporting data as at 1pm
Date: Monday, 23 March 2020 1:19:20 PM
Attachments: [image001.png](#)
[image002.png](#)
[image004.jpg](#)

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **23 March 2020** as at **1pm**. We are still waiting on data from ODG and QAO to complete today's report.

Current figures as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	Nil	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	0	Nil	0
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	0	Nil	0
Total absences due to self-isolation on health advice - working from home	5	2	Nil	7

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	2	N/A	Nil	2
Total absences due to self-isolation (precautionary, not on medical advice) - working from home	33	N/A	Nil	33
Total absences due to other sick or carers leave (non-COVID-19 related)	11	N/A	Nil	13

Kind regards

Samantha Mee

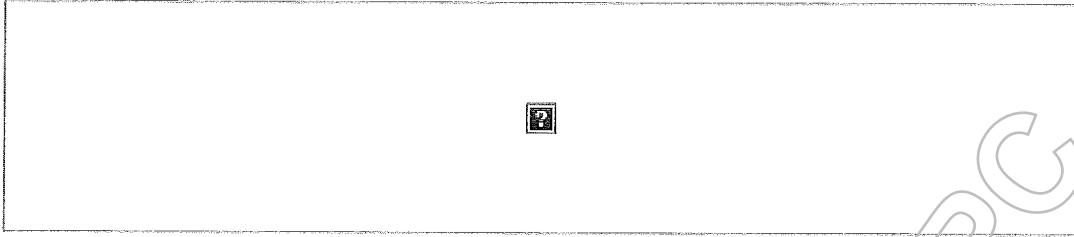
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Released under RTI - DPC

From: [Samantha Mee](#)
To: [Filly Morgan](#); [Libby Gregoric](#); [Jessica Martin](#); [Elizabeth Buckby](#); [Casey Watters](#)
Cc: [Bronte Kuusik](#); [Samantha Mee](#)
Subject: COVID-19 final workforce data for 23.3.2020
Date: Monday, 23 March 2020 4:14:32 PM
Attachments: [image001.png](#)
[image005.png](#)
[image006.jpg](#)

Good afternoon all

Please see below COVID-19 workforce reporting data for today **Monday 23 March 2020** as submitted to PSC.

Current figures as reported to PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	0	0	0
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	0	0	0
Total absences due to self-isolation on health advice - working from home	5	2	4	11

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	3	N/A	0	3
Total absences due to self-isolation (precautionary, not on health advice) - working from home	34	N/A	12	46
Total absences due to other sick or carers leave (non-COVID-19 related)	13	N/A	0	13

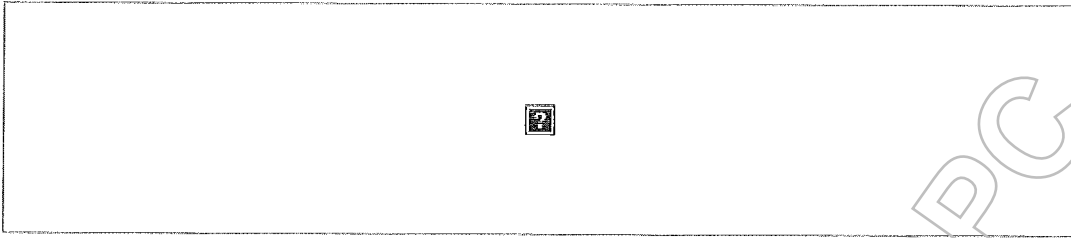
Please contact me if you have any questions about today's reporting.

Kind regards

Samantha Mee

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Released under RTI - DPC

From: Claudia Sng
To: Filly Morgan; Libby Gregoric; Jessica Barge; Elizabeth Buckby; Casey Watters
Cc: Bronte Kuusik; Samantha Mee
Subject: 24/03/2020 COVID-19 workforce reporting data as at 2pm
Date: Tuesday, 24 March 2020 2:30:25 PM
Attachments: [image001.png](#)
[image003.png](#)
[image004.jpg](#)

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **24 March 2020 as at 2pm**. We are still waiting on data from ODG, S&E and QAO to complete today's report.

Current figures as follows:

	DPC/QQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	Nil	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	0	Nil	0
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	0	Nil	0
Total absences due to self-isolation on health advice - working from home	3	18	Nil	21
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	144	130	Nil	274

Please note the question in blue was previously additional data DPC was collecting – it is now mandatory for PSC reporting. The wording and scope of the question has also been amended to incorporate ALL people working from home where previously it excluded people working from home as part of BCP, this has seen a significant increase in numbers today.

Additional data:

	DPC/QQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	2	N/A	Nil	2
Total absences due to other sick or carers leave (non-COVID-19 related)	12	N/A	Nil	12

Kind regards
Claudia

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cid:image006.jpg@01D3678C.263E8430



Released under RTI - DPC

From: [Claudia Sng](#)
To: [Filly Morgan](#); [Libby Gregoric](#); [Jessica Barge](#); [Elizabeth Buckby](#); [Casey Watters](#)
Cc: [Bronte Kuusik](#); [Samantha Mee](#)
Subject: 24/03/2020 COVID-19 workforce reporting data as at 4:30pm
Date: Tuesday, 24 March 2020 4:49:54 PM
Attachments: [image001.png](#)
[image003.png](#)
[image005.jpg](#)

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **24 March 2020 as at 4:30pm**.

I note that QAO's data has not been received, they have been in touch to advise of a delay in getting the updated data per blue highlighted section below. I will progress their response to PSC once received tomorrow and provide an update to this email at that time.

Current figures as reported to PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	Nil	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	0	Nil	0
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	1	0	Nil	1
Total absences due to self-isolation on health advice - working from home	6	18	Nil	24
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice)	199	130	Nil	329

Please note the question in blue was previously additional data DPC was collecting – it is now mandatory for PSC reporting. The wording and scope of the question has also been amended to incorporate ALL people working from home where previously it excluded people working from home as part of BCP, this has seen a significant increase in numbers today.

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	3	N/A	Nil	3
Total absences due to other sick or carers leave (non-COVID-19 related)	12	N/A	Nil	12

Kind regards
Claudia

Claudia Sng

HR Consultant

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cid:image006.jpg@01D3678C.263E8430



Released under RTI - DPC

From: Claudia Sng
To: Filly Morgan; Libby Gregoric; Jessica Barge; Elizabeth Buckby; Casey Watters
Cc: Bronte Kuusik; Samantha Mee
Subject: RE: 24/03/2020 COVID-19 workforce reporting data
Date: Wednesday, 25 March 2020 9:29:39 AM
Attachments: [image001.png](#)
[image003.png](#)
[image005.jpg](#)
[image008.png](#)
[image009.jpg](#)

Good morning all

Please see below available COVID-19 workforce reporting data for yesterday 24 March 2020. QAO's data has now been included.

Yesterday's figures as reported to PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	0	0	0
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	1	0	0	1
Total absences due to self-isolation on health advice - working from home	6	18	4	28
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	199	130	110	439

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	3	N/A	0	3
Total absences due to other sick or carers leave (non-COVID-19 related)	12	N/A	1	13

Kind regards
Claudia

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cid:image006.jpg@01D3678C.263E8430



From: Claudia Sng

Sent: Tuesday, 24 March 2020 4:49 PM

To: Filly Morgan <filly.morgan@premiers.qld.gov.au>; Libby Gregoric <Libby.Gregoric@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>

Cc: Bronte Kuusik <Bronte.Kuusik@premiers.qld.gov.au>; Samantha Mee <samantha.mee@premiers.qld.gov.au>

Subject: 24/03/2020 COVID-19 workforce reporting data as at 4:30pm

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **24 March 2020 as at 4:30pm**.

I note that QAO's data has not been received, they have been in touch to advise of a delay in getting the updated data per blue highlighted section below. I will progress their response to PSC once received tomorrow and provide an update to this email at that time.

Current figures as reported to PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	Nil	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	0	Nil	0
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	1	0	Nil	1
Total absences due to self-isolation on health advice - working from home	6	18	Nil	24
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	199	130	Nil	329

Please note the question in blue was previously additional data DPC was collecting – it is now mandatory for PSC reporting. The wording and scope of the question has also been amended to incorporate ALL people working from home where previously it excluded people working from home as part of BCP, this has seen a significant increase in numbers today.

Additional data:

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	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	3	N/A	Nil	3
Total absences due to other sick or carers leave (non-COVID-19 related)	12	N/A	Nil	12

Kind regards
 Claudia

Claudia Sng

HR Consultant

Human Resource Services

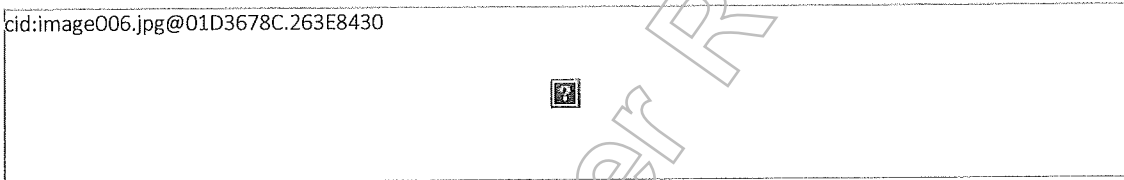
Department of the Premier and Cabinet

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cid:image006.jpg@01D3678C.263E8430



Released under RTI - DPC

From: Claudia Sng
To: Filly Morgan; Libby Gregoric; Jessica Barge; Elizabeth Buckby; Casey Watters
Cc: Bronte Kuusik; Samantha Mee
Subject: 25/03/2020 COVID-19 workforce reporting data
Date: Thursday, 26 March 2020 8:49:44 AM
Attachments: image001.png
 image002.png
 image005.jpg

Good morning all

Please see below available COVID-19 workforce reporting data for **yesterday 25 March 2020**. **QAO data has now been included.**

Yesterday's figures as reported to the PSC follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	3	0	3
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	0	1	1
Total absences due to self-isolation on health advice - working from home	9	4	4	17
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	213	119	187	519

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	1	N/A	0	1
Total absences due to other sick or carers leave (non-COVID-19 related)	10	N/A	4	14

Kind regards
Claudia

Claudia Sng

HR Consultant

Human Resource Services

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cid:image006.jpg@01D3678C.263E8430



Released under RTI - DPC

From: Claudia Sng
To: Filly Morgan; Libby Gregoric; Jessica Barge; Elizabeth Buckby; Casey Walters
Cc: Bronte Kuusik; Samantha Mee
Subject: 26/03/2020 COVID-19 workforce reporting data
Date: Thursday, 26 March 2020 3:40:44 PM
Attachments: [image001.png](#)
[image002.png](#)
[image006.jpg](#)

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **Thursday 26 March 2020**. **QAO have not submitted data.**

Current figures as reported to the PSC follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	1	NIL	1
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	1	1	NIL	2
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	1	0	NIL	1
Total absences due to self-isolation on health advice - working from home	9	2	NIL	11
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	202	135		337

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	NIL	0
Total absences due to other sick or carers leave (non-COVID-19 related)	10	N/A	NIL	10

Kind regards
Claudia

Claudia Sng

HR Consultant

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cid:image006.jpg@01D3678C.263E8430



Released under RTI - DPC

From: [Claudia Sng](#)
To: [Filly Morgan](#); [Libby Gregoric](#); [Jessica Barge](#); [Elizabeth Buckby](#); [Casey Watters](#)
Cc: [Bronte Kuusik](#); [Samantha Mee](#)
Subject: RE: 26/03/2020 COVID-19 workforce reporting data
Date: Friday, 27 March 2020 8:00:36 AM
Attachments: [image001.png](#)
[image003.png](#)
[image005.jpg](#)
[image007.png](#)
[image009.jpg](#)

Good morning all

Please see below available COVID-19 workforce reporting data for **yesterday Thursday 26 March 2020**. QAO's data has now been included.

Final figures as reported to the PSC follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	1	1	0	2
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	1	0	1	2
Total absences due to self-isolation on health advice - working from home	9	2	4	15
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	202	135	187	524

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	10	N/A	3	13

Claudia Sng

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cid:image006.jpg@01D3678C.263E8430



From: Claudia Sng

Sent: Thursday, 26 March 2020 3:40 PM

To: Filly Morgan <filly.morgan@premiers.qld.gov.au>; Libby Gregoric <Libby.Gregoric@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>

Cc: Bronte Kuusik <Bronte.Kuusik@premiers.qld.gov.au>; Samantha Mee <samantha.mee@premiers.qld.gov.au>

Subject: 26/03/2020 COVID-19 workforce reporting data

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **Thursday 26 March 2020**.
QAO have not submitted data.

Current figures as reported to the PSC follows:

	DPC/CQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	NIL	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	1	1	NIL	2
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	1	0	NIL	1
Total absences due to self-isolation on health advice - working from home	9	2	NIL	11
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	202	135	NIL	337

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	NIL	0
Total absences due to other sick or carers leave (non-COVID-19 related)	10	N/A	NIL	10

Kind regards
Claudia

Claudia Sng

HR Consultant

Human Resource Services

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cid:image006.jpg@01D3678C.263E8430



Released under RTI - DPC

From: Bronte Kuusik
To: Claudia Sng; Eilly Morgan; Libby Gregorik; Jessica Barge; Elizabeth Buckby; Casey Watters
Cc: Samantha Mee
Subject: RE: 27/03/2020 COVID-19 workforce reporting data as at 1pm
Date: Friday, 27 March 2020 5:20:28 PM
Attachments: image002.png
 image003.png
 image005.png
 image007.png
 image009.jpg
 image011.png
 image013.jpg

Hi all

Final wrap up as at COB today (and submitted to PSC)

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	1	0	0	1
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	1	0	1	2
Total absences due to self-isolation on health advice - working from home	9	4	4	17
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice)	220	153	182	555

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	8	N/A	2	10

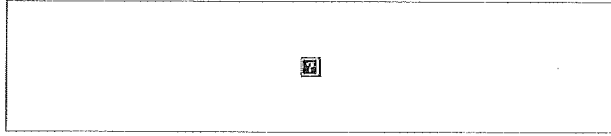
Below is the weekly summary (sorry some of the lines are hard to read as the lines overlap)

Have a great weekend

Bronte

Bronte Kuusik
 Principal HR Consultant
 Human Resource Services

Department of the Premier and Cabinet
 P 07 3003 9438 M [redacted] E bronte.kuusik@premiers.qld.gov.au
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 PO Box 15185, City East, QLD 4002



From: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Sent: Friday, 27 March 2020 1:16 PM
To: Filly Morgan <filly.morgan@premiers.qld.gov.au>; Libby Gregoric <libby.gregoric@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>
Cc: Bronte Kuusik <bronte.kuusik@premiers.qld.gov.au>; Samantha Mee <samantha.mee@premiers.qld.gov.au>
Subject: 27/03/2020 COVID-19 workforce reporting data as at 1pm

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **27 March 2020 as at 1pm**. We are still waiting on data from ODG and Policy to complete today's report.

Current figures at 1pm as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	1	0	0	1
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	1	0	1	2
Total absences due to self-isolation on health advice - working from home	5	4	4	13
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice)	170	153	182	505

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	N/A	0	0
Total absences due to self-isolation on health advice - working from home	5	N/A	2	8

Kind regards
 Claudia

Claudia Sng
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From: Claudia Sng
To: Filly Morgan; Libby Gregoric; Jessica Barge; Elizabeth Buckby; Casey Watters
Cc: Bronte Kuusik; Samantha Mee
Subject: 30//03/2020 COVID-19 workforce reporting data
Date: Monday, 30 March 2020 3:20:05 PM
Attachments: [image001.png](#)
[image003.png](#)
[image005.jpg](#)

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **30 March 2020**.

Current figures reported to the PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	1	0	0	1
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	0	1	1
Total absences due to self-isolation on health advice - working from home	10	18	3	31
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	344	181	185	710

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	3	N/A	3	6

Kind regards
Claudia

Claudia Sng

HR Consultant

Human Resource Services

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Released under RTI - DPC

From: [Claudia Sng](#)
To: [Filly Moran](#); [Libby Gregoric](#); [Jessica Barge](#); [Elizabeth Buckby](#); [Casey Watters](#)
Cc: [Bronte Kuusik](#); [Samantha Mee](#)
Subject: 31/03/2020 COVID-19 workforce reporting data
Date: Tuesday, 31 March 2020 4:08:05 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.jpg](#)

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **31 March 2020**.

Current figures reported to the PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	0	0	0
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	0	1	1
Total absences due to self-isolation on health advice - working from home	10	19	3	32
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	373	178	176	727

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	2	N/A	3	5

Kind regards
Claudia

Claudia Sng

HR Consultant

Human Resource Services

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cid:image006.jpg@01D3678C.263E8430



Released under RTI - DPC

From: [Claudia Sng](#)
To: [Filly Morgan](#); [Libby Gregoric](#); [Jessica Barge](#); [Elizabeth Buckby](#); [Casey Watters](#)
Cc: [Bronte Kuusik](#); [Samantha Mee](#)
Subject: 01//04/2020 COVID-19 workforce reporting data...
Date: Wednesday, 1 April 2020 4:08:54 PM
Attachments: [image001.png](#)
[image004.png](#)
[image005.png](#)
[image007.png](#)
[image008.jpg](#)

Good afternoon all

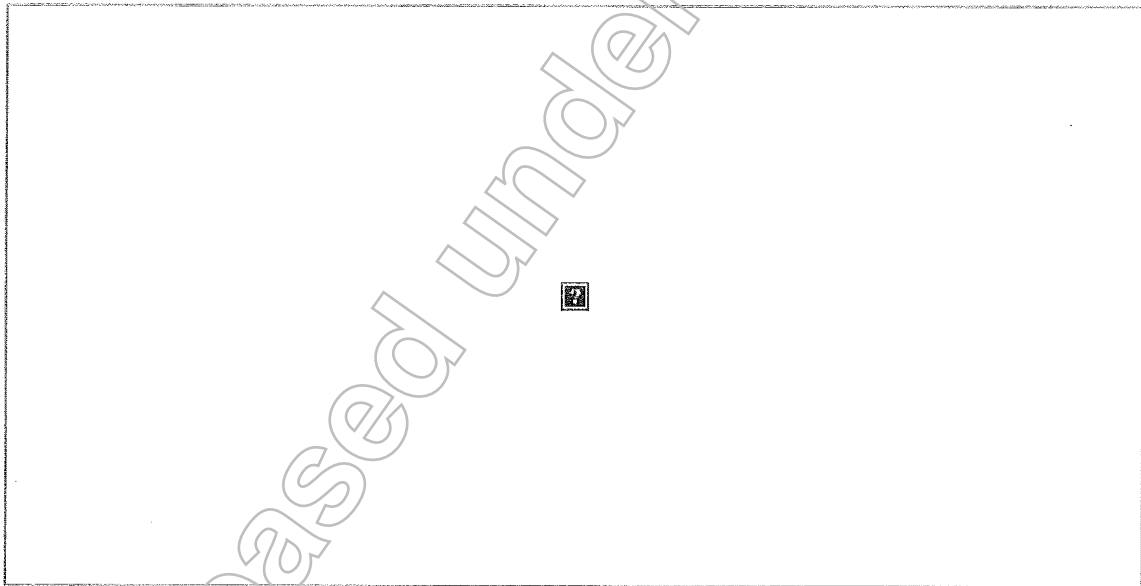
Please see below available COVID-19 workforce reporting data for today **1 April 2020**. Under the table I have included today's graphs, charting the numbers for this week and for **DPC data only**. Moving forward I will continue to add to this graph documenting each day.

Current figures reported to the PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	0	0	0
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	0	2	2
Total absences due to self-isolation on health advice - working from home	10	19	3	32
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	391	181	165	737

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	4	N/A	5	9



Claudia Sng

HR Consultant

Human Resource Services

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Released under RTI - DPC

From: [Claudia Sng](#)
To: [Filly Morgan](#); [Libby Gregoric](#); [Jessica Barge](#); [Elizabeth Buckby](#); [Casey Watters](#)
Cc: [Bronte Kuusik](#); [Samantha Mee](#)
Subject: 02/04/2020 COVID-19 workforce reporting data
Date: Thursday, 2 April 2020 4:01:20 PM
Attachments: [image001.png](#)
[image007.png](#)
[image002.png](#)
[image004.png](#)
[image010.jpg](#)

Good afternoon all

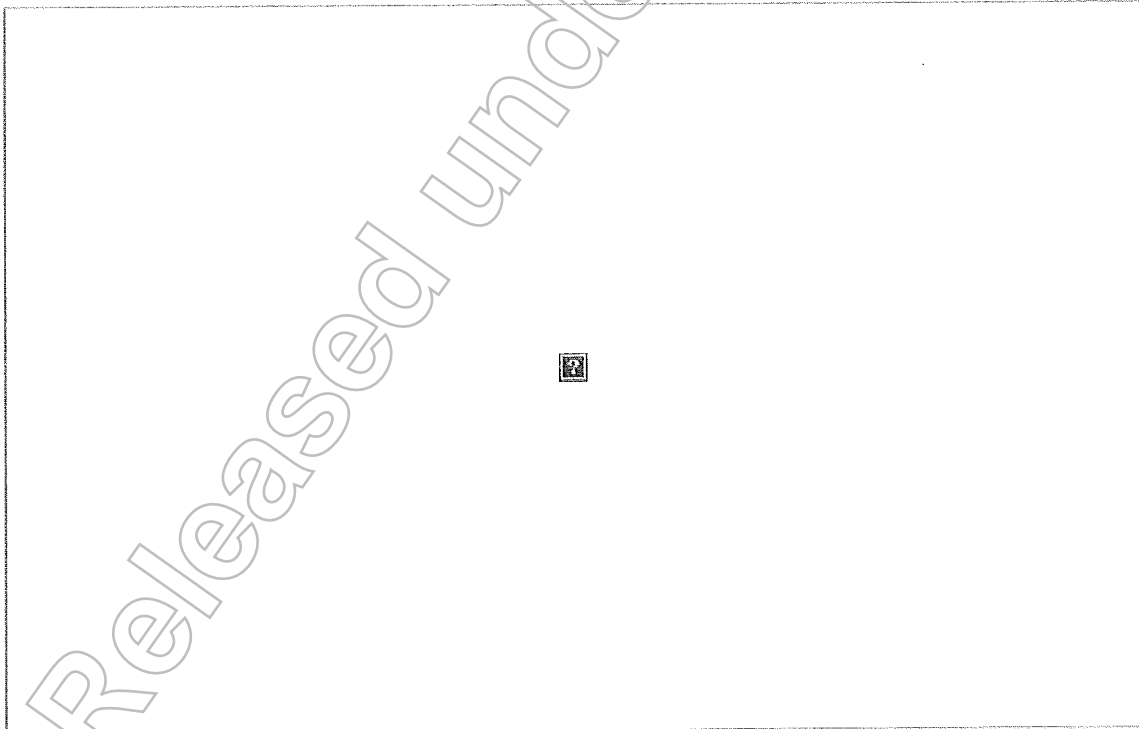
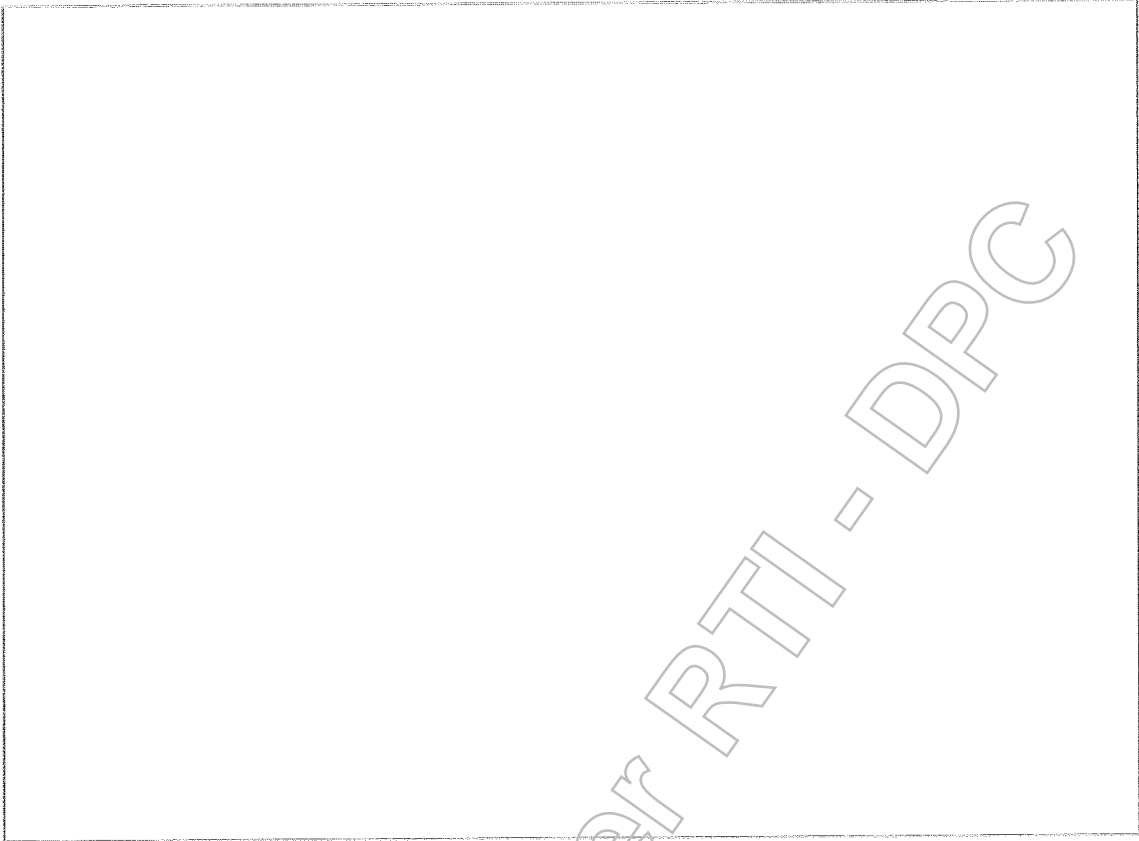
Please see below available COVID-19 workforce reporting data for today **2 April 2020**. The daily graph is included below.

Current figures reported to the PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	1	0	0	1
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	1	2	3
Total absences due to self-isolation on health advice - working from home	10	18	3	32
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	379	180	189	748

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	7	N/A	2	9



Released under RTI - DPC

Claudia Sng

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cid:image006.jpg@01D3678C.263E8430



Released under RTI - DPC

From: [Claudia Sng](#)
To: [Filly Morgan](#); [Libby Gregoric](#); [Jessica Barge](#); [Elizabeth Buckby](#); [Casey Watters](#)
Cc: [Bronte Kuusik](#); [Samantha Mee](#)
Subject: 03/04/2020 COVID-19 workforce reporting data
Date: Friday, 3 April 2020 2:06:03 PM
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)
[image006.png](#)
[image007.jpg](#)

Good afternoon all

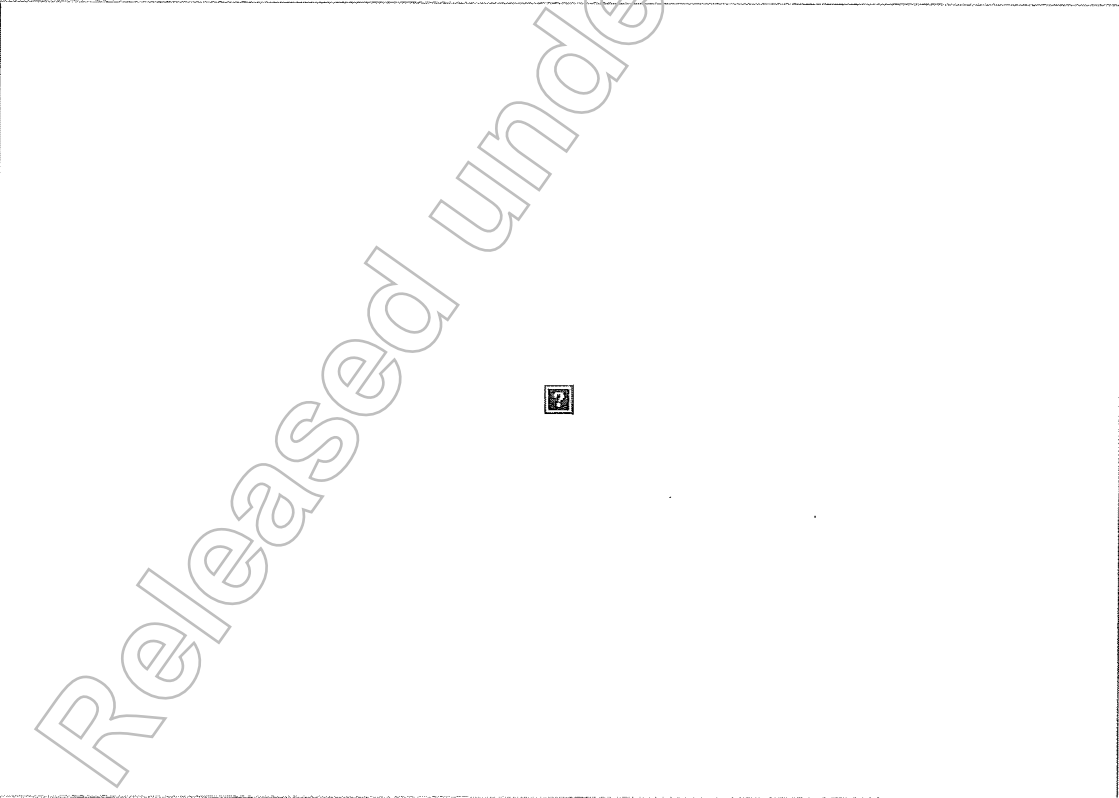
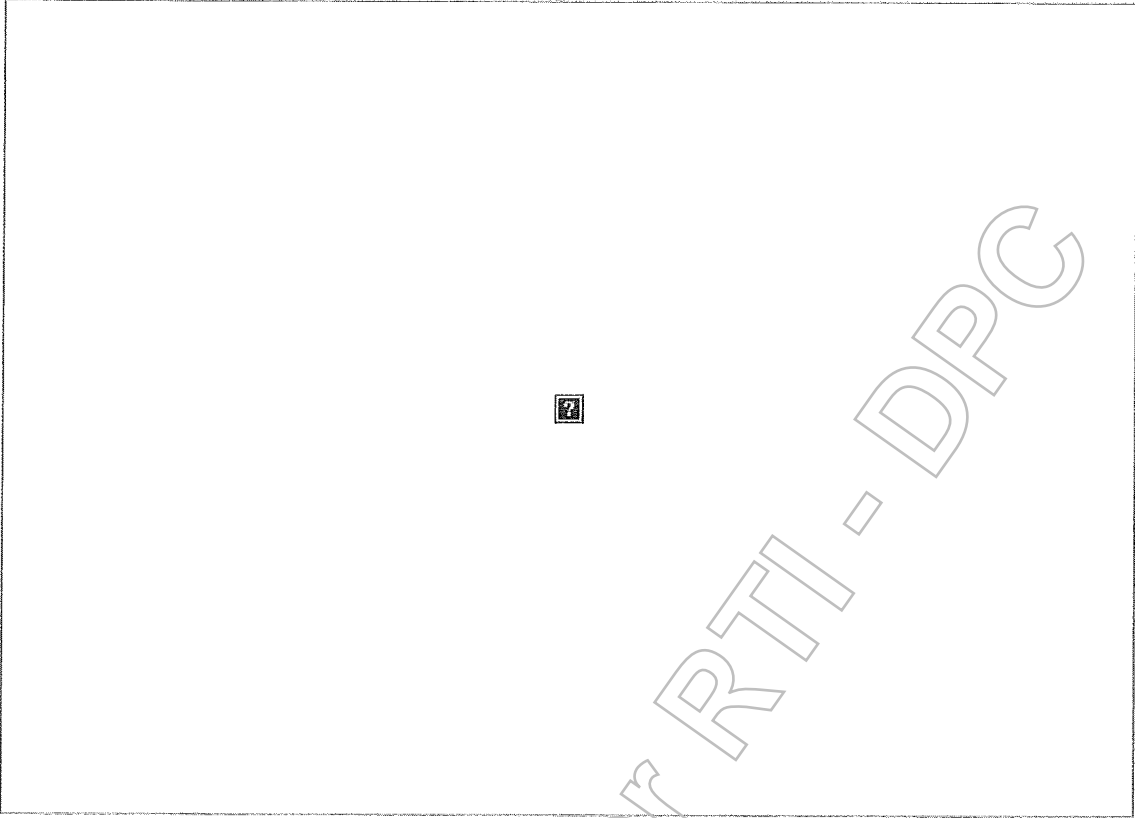
Please see below available COVID-19 workforce reporting data for today **3 April 2020**. The daily DPC graph is included below.

Current figures reported to the PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	0	0	0
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	1	2	3
Total absences due to self-isolation on health advice - working from home	11	19	3	33
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	377	179	183	739

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	3	N/A	2	5



Thanks, have a great weekend everyone.
Claudia

Claudia Sng

HR Consultant

Human Resource Services

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Released under RTI - DPC

From: [Claudia Sng](#)
To: [Filly Morgan](#); [Libby Gregoric](#); [Jessica Barge](#); [Elizabeth Buckby](#); [Casey Watters](#)
Cc: [Bronte Kuusik](#); [Samantha Mee](#)
Subject: 06/04/2020 COVID-19 workforce reporting data
Date: Monday, 6 April 2020 1:28:25 PM
Attachments: [image001.png](#)
[image003.png](#)
[image002.png](#)
[image004.png](#)
[image005.jpg](#)

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **6 April 2020**. The daily DPC graph is included below.

Please note QAO have not submitted their data yet.

Current figures as at 1pm as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0		0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	0		0
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	0		0
Total absences due to self-isolation on health advice - working from home	6	16		22
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	369	185		554

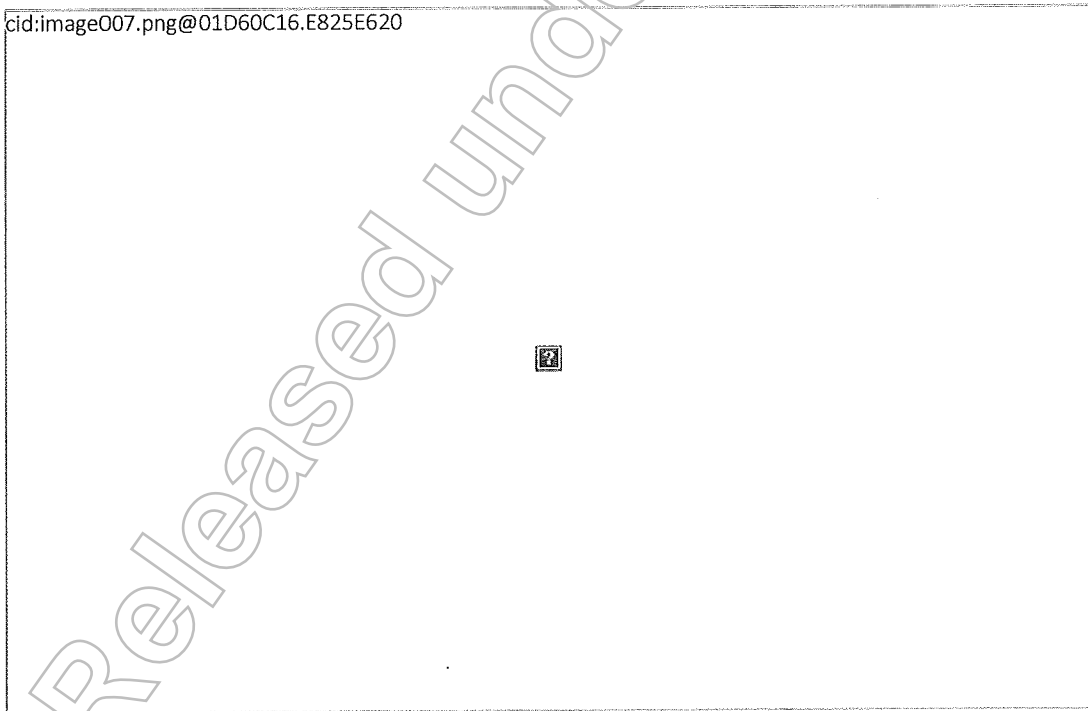
Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A		0
Total absences due to other sick or carers leave (non-COVID-19 related)	3	N/A		3

cid:image001.png@01D60C15.638CB2A0



cid:image007.png@01D60C16.E825E620



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Department of the Premier and Cabinet

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cid:image006.jpg@01D3678C.263E8430



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From: [Claudia Sng](#)
To: [Filly Morgan](#); [Libby Gregoric](#); [Jessica Barge](#); [Elizabeth Buckby](#); [Casey Watters](#)
Cc: [Bronte Kuusik](#); [Samantha Mee](#)
Subject: FW: 06/04/2020 COVID-19 workforce reporting data
Date: Monday, 6 April 2020 2:45:22 PM
Attachments: [image001.png](#)
[image003.png](#)
[image006.png](#)
[image007.png](#)
[image009.jpg](#)
[image010.png](#)
[image011.jpg](#)

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **6 April 2020**. The daily DPC graph is included below.

QAO have now submitted their responses.

Current figures as reported to the PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	0	0	0
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	0	1	1
Total absences due to self-isolation on health advice - working from home	6	16	0	22
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	369	185	173	727

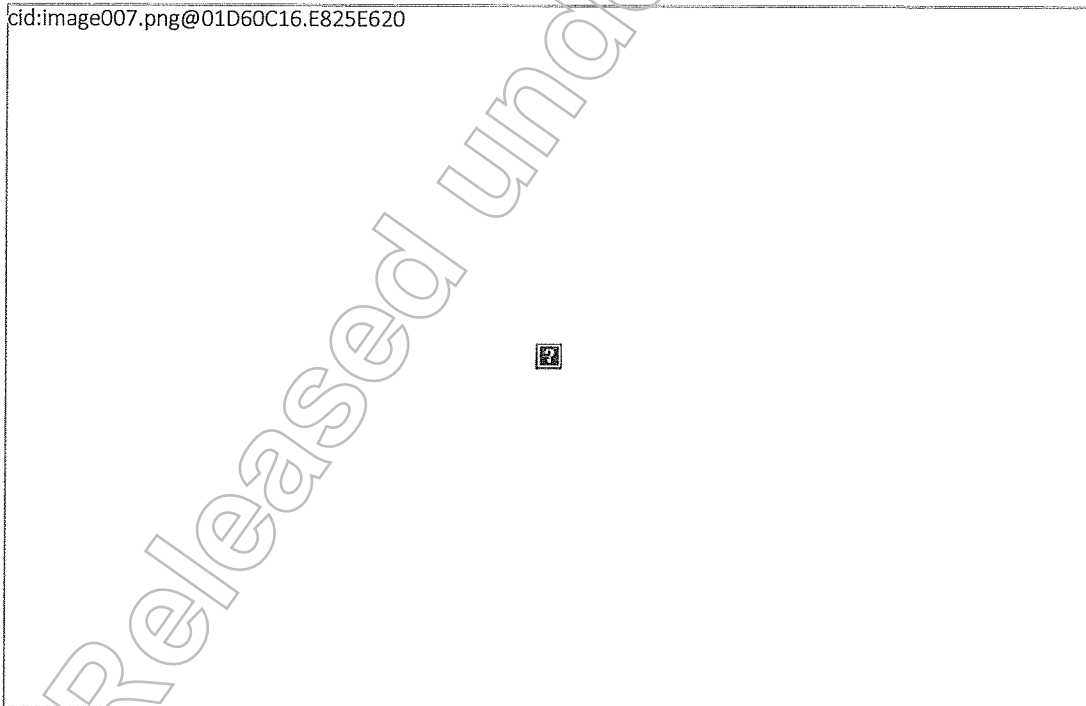
Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	3	N/A	2	5

cid:image001.png@01D60C15.638CB2A0



cid:image007.png@01D60C16.E825E620



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cid:image006.jpg@01D3678C.263E8430



From: Claudia Sng

Sent: Monday, 6 April 2020 1:27 PM

To: Filly Morgan <filly.morgan@premiers.qld.gov.au>; Libby Gregoric <Libby.Gregoric@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>

Cc: Bronte Kuusik <Bronte.Kuusik@premiers.qld.gov.au>; Samantha Mee <samantha.mee@premiers.qld.gov.au>

Subject: 06/04/2020 COVID-19 workforce reporting data

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **6 April 2020**. The daily DPC graph is included below.

Please note QAO have not submitted their data yet.

Current figures as at 1pm as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0		0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	0		0
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	0		0
Total absences due to self-isolation on health advice - working from home	6	16		22
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice)	369	185		554

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A		0
Total absences due to other sick or carers leave (non COVID-19 related)	3	N/A		3

cid:image001.png@01D60C15.638CB2A0



cid:image007.png@01D60C16.E825E620



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cid:image006.jpg@01D3678C.263E8430



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From: [Claudia Sng](#)
To: [Filly Morgan](#); [Libby Gregoric](#); [Jessica Barge](#); [Elizabeth Buckby](#); [Casey Watters](#)
Cc: [Bronte Kuusik](#); [Samantha Mee](#)
Subject: 07/04/2020 COVID-19 workforce reporting data
Date: Tuesday, 7 April 2020 4:09:52 PM
Attachments: [image003.png](#)
[image006.png](#)
[image007.png](#)
[image004.png](#)
[image008.jpg](#)

Good afternoon all

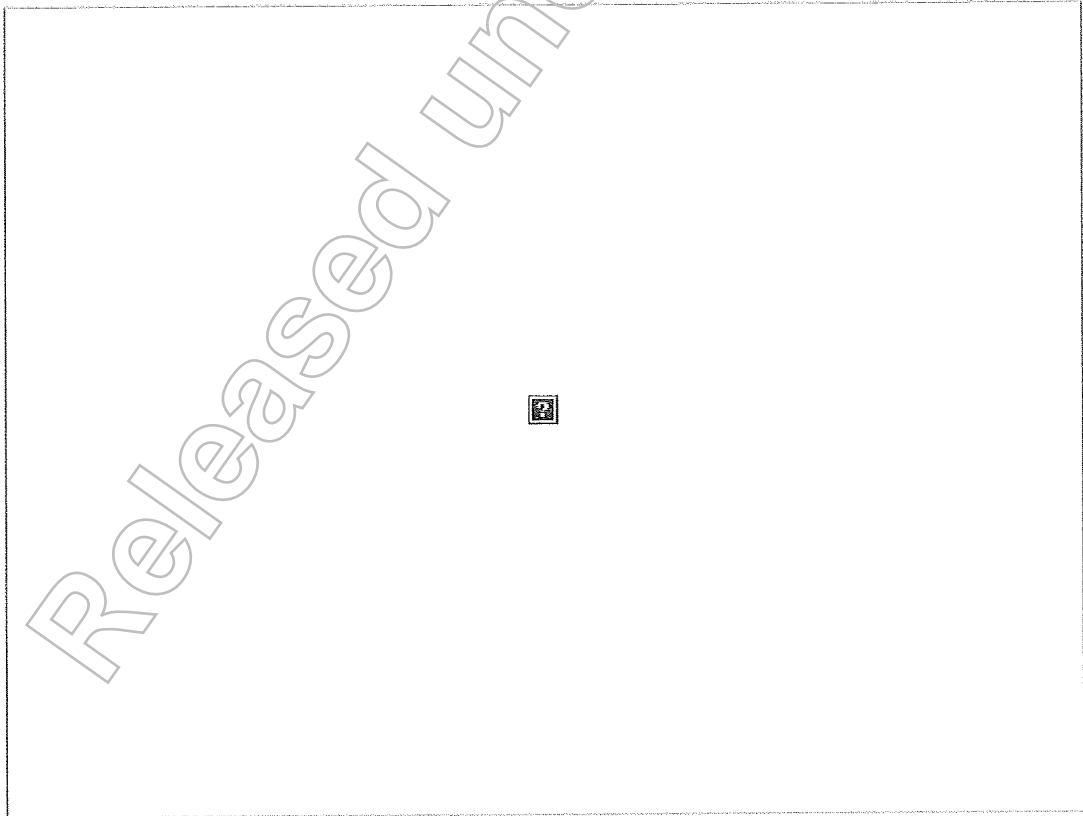
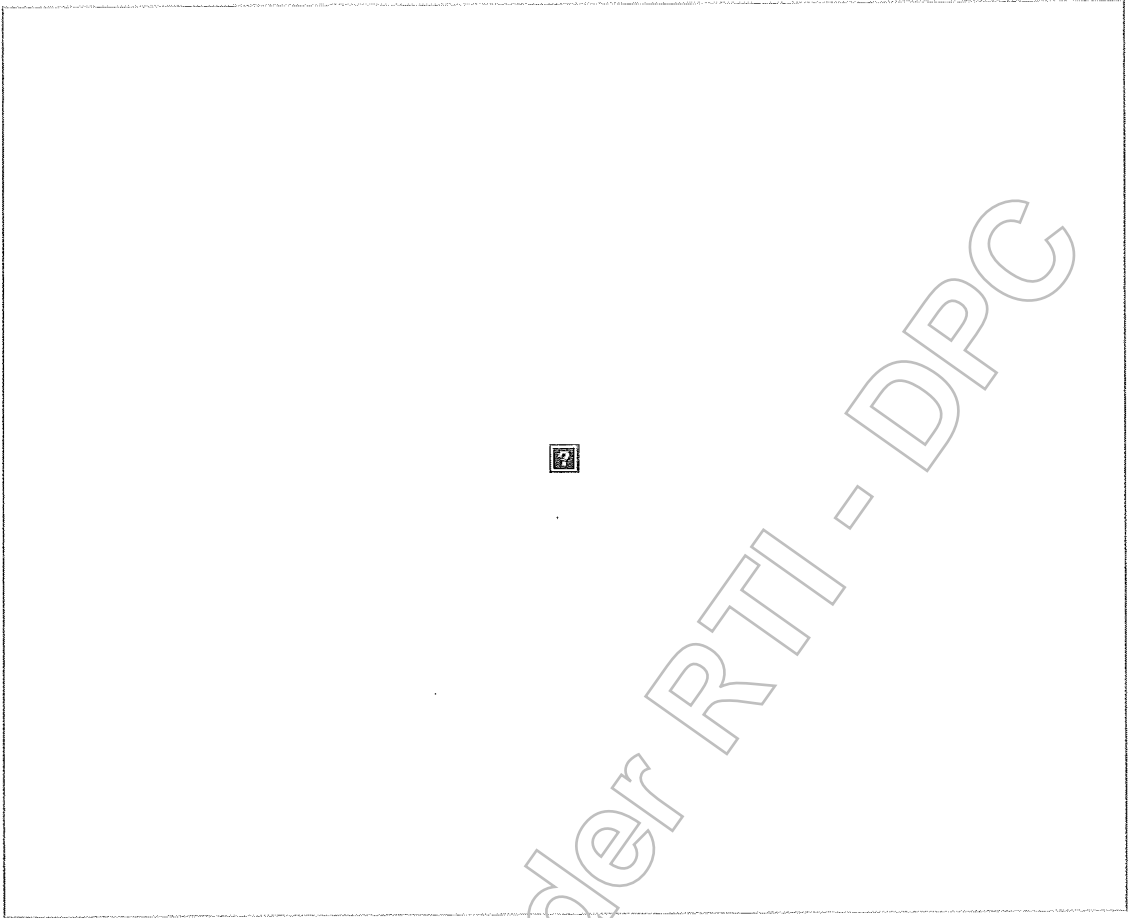
Please see below available COVID-19 workforce reporting data for today **7 April 2020**. The daily DPC graph is included below.

Current figures reported to the PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (Including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	1	0	1
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	0	1	1
Total absences due to self-isolation on health advice - working from home	7	17	0	24
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	371	182	175	728

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	4	N/A	2	6



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cid:image006.jpg@01D3678C.263E8430



Released under RTI - DPC

From: Claudia Sng
To: Filly Morgan; Libby Gregoric; Jessica Barge; Elizabeth Buckby; Casey Watters
Cc: Stuart Gamble; Samantha Mee; Bronte Kuusik
Subject: 08/04/2020 COVID-19 workforce reporting data
Date: Wednesday, 8 April 2020 3:53:52 PM
Attachments: image003.png
 image002.png
 image004.png
 image006.png
 image007.jpg

Good afternoon all

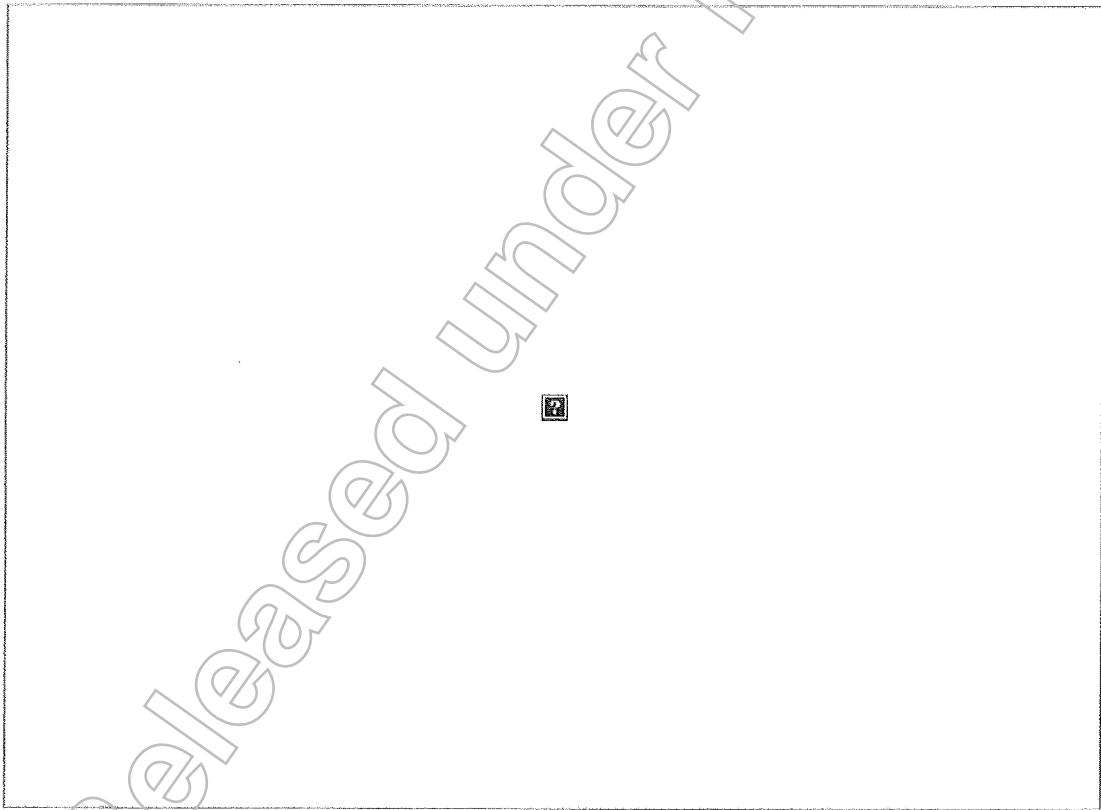
Please see below available COVID-19 workforce reporting data for today **8 April 2020**. The daily DPC graph is included below.

Current figures reported to the PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	0	0	0
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	2	1	3
Total absences due to self-isolation on health advice - working from home	8	17	0	25
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice)	369	177	176	722

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	2	N/A	2	4



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cid:image006.jpg@01D3678C.263E8430



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From: [Claudia Sng](#)
To: [Filly Morgan](#); [Libby Gregoric](#); [Jessica Barge](#); [Elizabeth Buckby](#); [Casey Watters](#)
Cc: [Stuart Gamble](#); [Samantha Mee](#); [Bronte Kuusik](#)
Subject: 09/04/2020 COVID-19 workforce reporting data
Date: Thursday, 9 April 2020 1:29:22 PM
Attachments: [image003.png](#)
[image001.png](#)
[image005.png](#)
[image006.png](#)
[image007.jpg](#)

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **9 April 2020**. The daily DPC graph is included below.

Current figures reported to the PSC as follows:

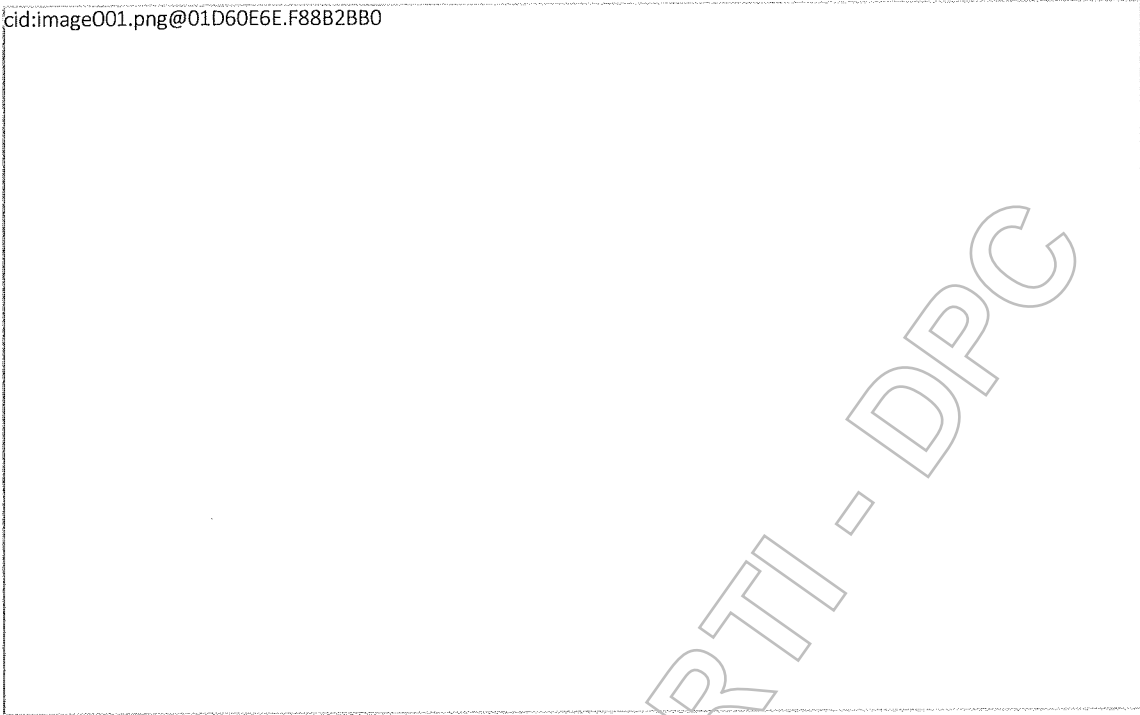
	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	0	0	0
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	1	1	2
Total absences due to self-isolation on health advice - working from home	8	17	0	25
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice)	363	175	165	703

Additional data:

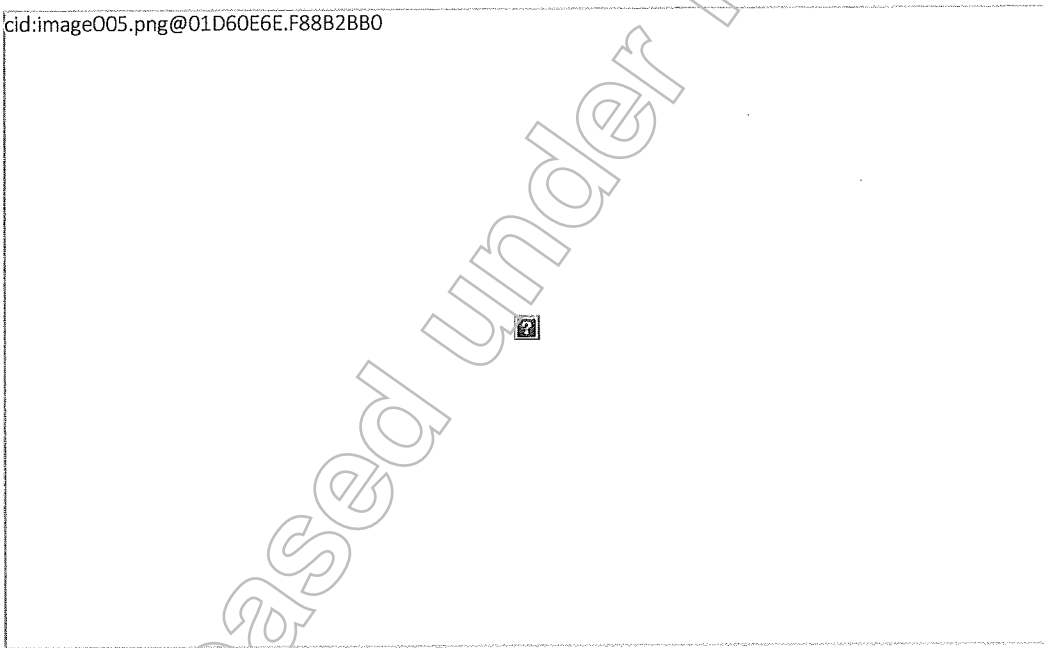
	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	4	N/A	2	6

Release

cid:image001.png@01D60E6E.F88B2BB0



cid:image005.png@01D60E6E.F88B2BB0



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cid:image006.jpg@01D3678C.263E8430



From: Claudia Sng
To: Filly Morgan; Libby Gregoric; Jessica Barge; Elizabeth Buckby; Casey Watters
Cc: Stuart Gamble; Samantha Mee; Bronte Kuusik; Krystal Petersen
Subject: 14/04/2020 COVID-19 workforce reporting data
Date: Tuesday, 14 April 2020 4:27:29 PM
Attachments: image003.png
 image001.png
 image005.png
 image006.png
 image008.jpg

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **14 April 2020**.

Please note an additional question to help us capture the number of employees supporting Queenslanders through volunteering, with either the Care Army or other organisations has been added. I will create a separate graph for this question once we receive more data.

The daily DPC graph is included below.

Current figures reported to the PSC as follows:

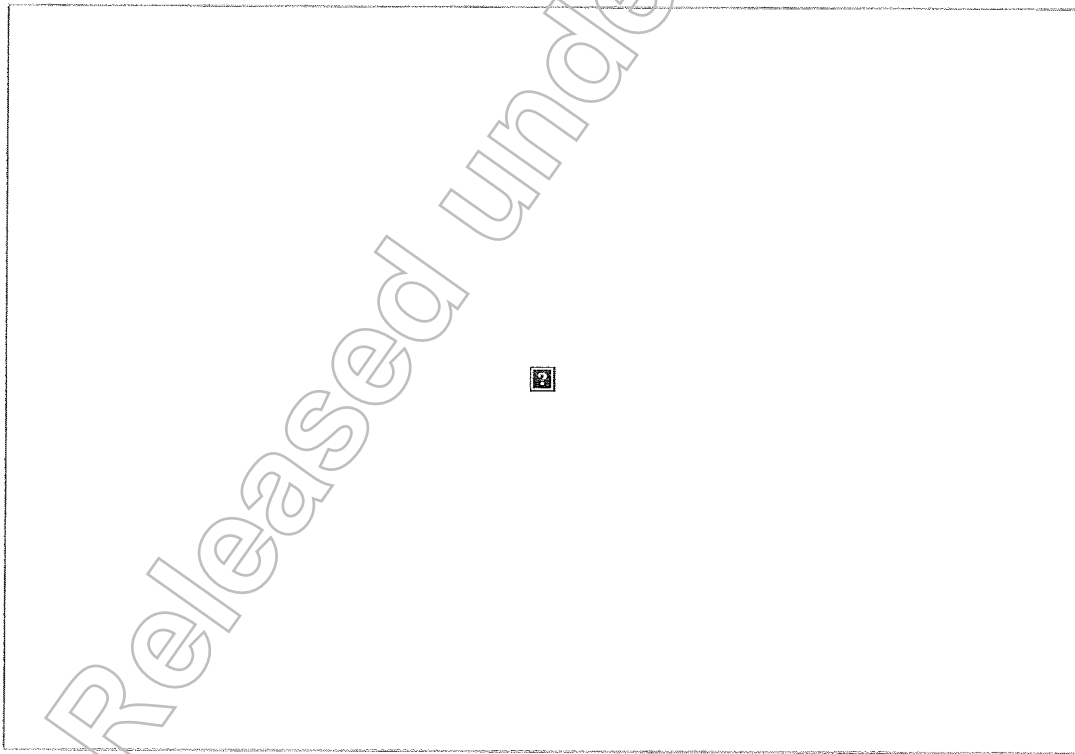
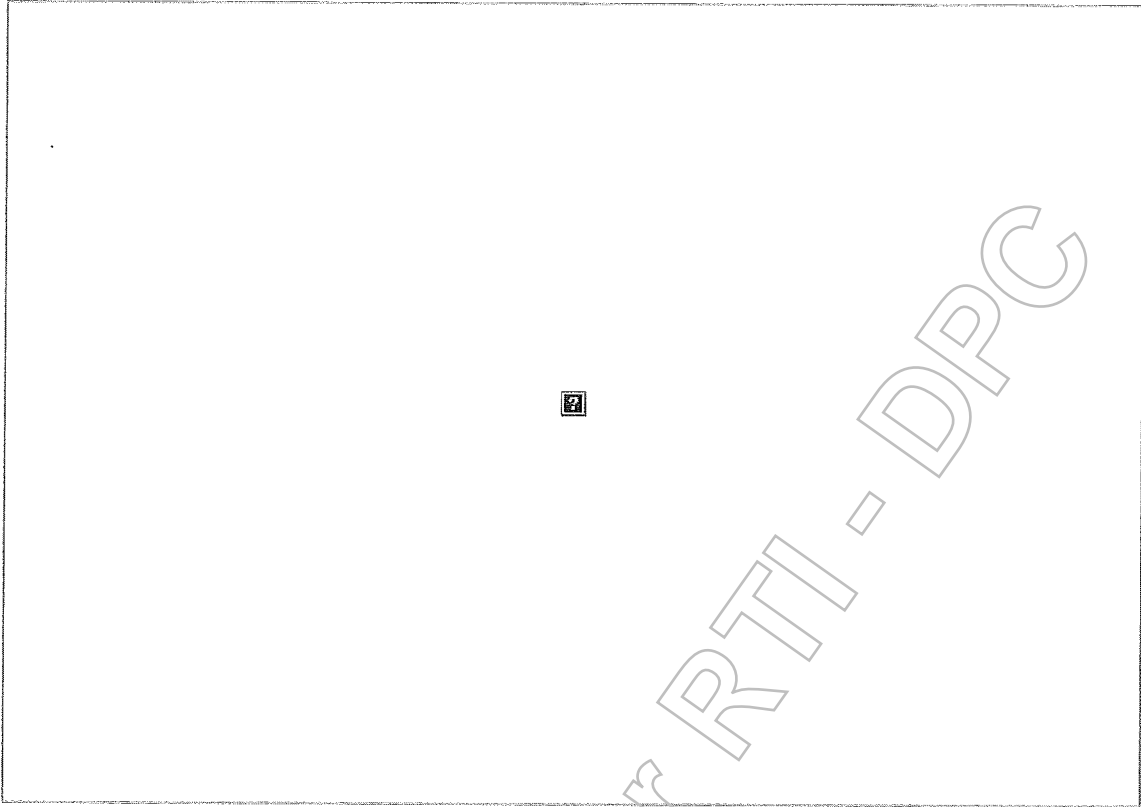
	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	1	0	0	1
Total absences due to self-isolation on health advice – not working from home (and accessing leave arrangements)	0	0	0	0
Total absences due to self-isolation on health advice - working from home	7	16	0	23
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	346	174	153	673

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	1	N/A	2	3

New question:

Total number of employees registered to volunteer to support the COVID-19 response and recovery through the Care Army (Note: this does not include staff deployed through the Community Recovery Ready Reserve or mobilisation strategy.)	6	N/A	0	6
Total number of employees registered to volunteer to support the COVID-19 response and recovery through the other organisations (e.g. Lifeline) (Note: this does not include staff deployed through the Community Recovery Ready Reserve or mobilisation strategy.)	0	N/A	0	0



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cid:image006.jpg@01D3678C.263E8430



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From: [Claudia Sng](#)
To: [Filly Morgan](#); [Libby Gregoric](#); [Jessica Baroe](#); [Elizabeth Buckley](#); [Casey Watters](#)
Cc: [Stuart Gamble](#); [Bronte Kuusik](#); [Krystal Petersen](#)
Subject: 15/04/2020 COVID-19 workforce reporting data
Date: Wednesday, 15 April 2020 4:14:59 PM
Attachments: [image003.png](#)
[image006.png](#)
[image007.png](#)
[image001.png](#)
[image002.jpg](#)

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **15 April 2020**.

The daily DPC graph is included below.

Current figures reported to the PSC as follows:

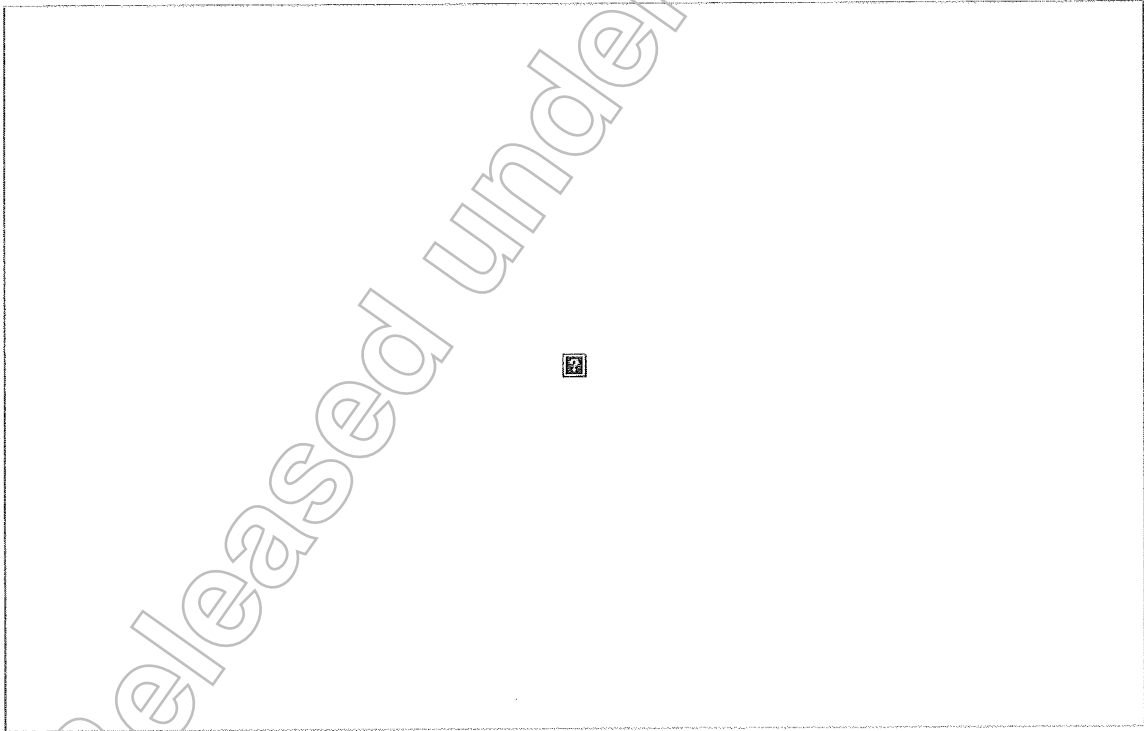
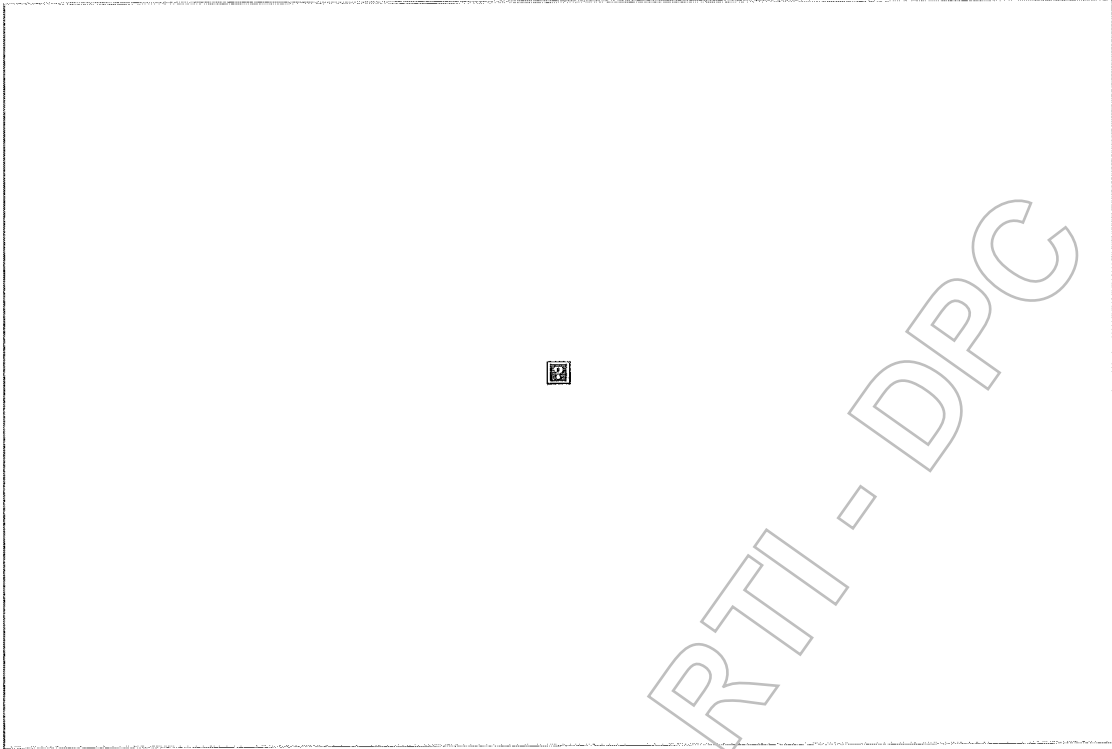
	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	1	0	0	1
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	1	0	1
Total absences due to self-isolation on health advice - working from home	8	17	0	25
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	339	172	151	662

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	2	N/A	2	4

New questions:

Total number of employees registered to volunteer to support the COVID-19 response and recovery through the Care Army (Note: this does not include staff deployed through the Community Recovery Ready Reserve or mobilisation strategy.)	29	N/A	0	29
Total number of employees registered to volunteer to support the COVID-19 response and recovery through the other organisations (e.g. Lifeline) (Note: this does not include staff deployed through the Community Recovery Ready Reserve or mobilisation strategy.)	3	N/A	0	3



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Level 28, 1 William Street, Brisbane QLD 4000

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cid:image006.jpg@01D3678C.263E8430



Released under RTI - DPC

From: Claudia Sng
To: Eilly Morgan; Libby Gregoric; Jessica Barge; Elizabeth Buckby; Casey Walters
Cc: Stuart Gamble; Bronte Kuusik; Krystal Petersen
Subject: 16/04/2020 COVID-19 workforce reporting data
Date: Thursday, 16 April 2020 3:53:59 PM
Attachments: image003.png
 image001.png
 image006.png
 image004.png
 image005.jpg

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **16 April 2020**.
Please note TIQ are now reporting only on their QLD stats, as opposed to their global data.

The daily DPC graph is included below.

Current figures reported to the PSC as follows:

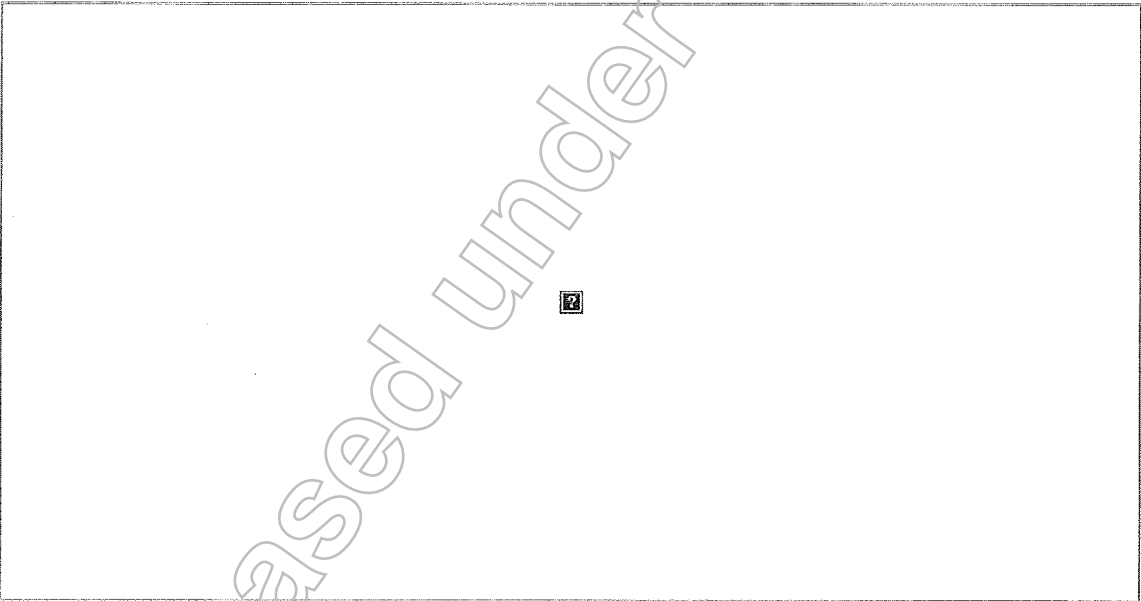
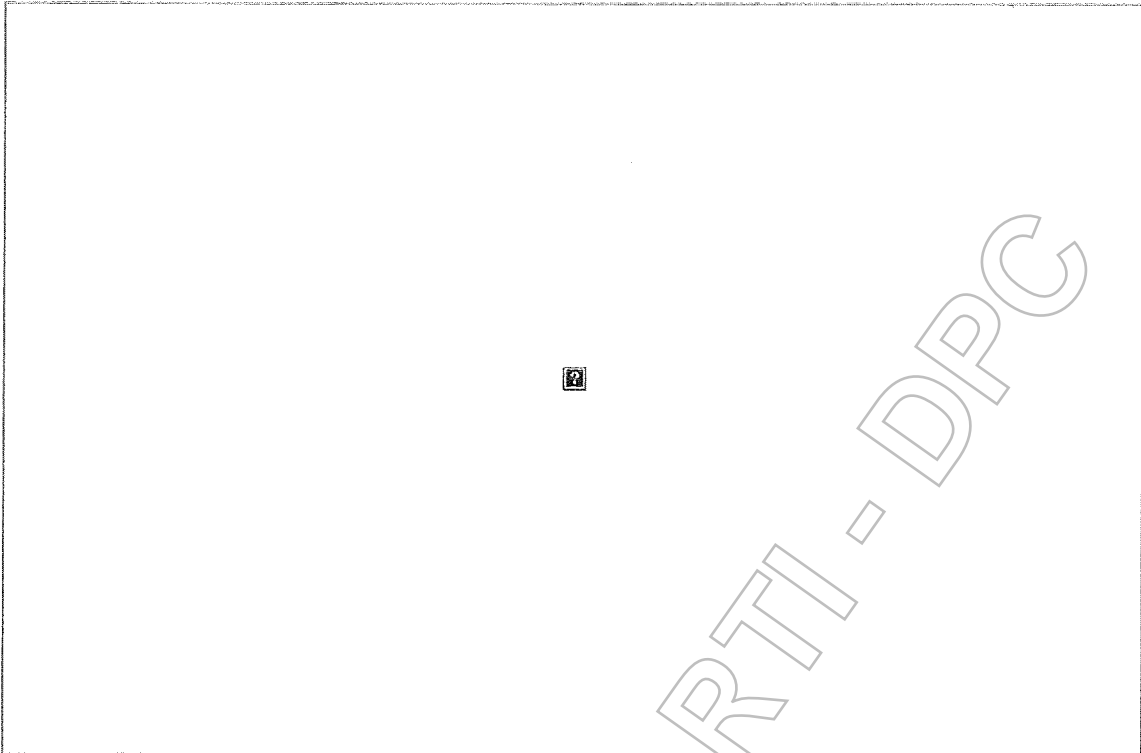
	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well-dependants who are affected by service closures)	1	1	0	2
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	0	0	0
Total absences due to self-isolation on health advice - working from home	8	2	0	10
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	350	120	156	626

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	3	N/A	4	7

New questions:

Total number of employees registered to volunteer to support the COVID-19 response and recovery through the Care Army (Note: this does not include staff deployed through the Community Recovery Ready Reserve or mobilisation strategy.)	32	17	0	49
Total number of employees registered to volunteer to support the COVID-19 response and recovery through the other organisations (e.g. Lifeline) (Note: this does not include staff deployed through the Community Recovery Ready Reserve or mobilisation strategy.)	3	1	0	4



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cid:image006.jpg@01D3678C.263E8430



Pages 185 through 188 redacted for the following reasons:

Exempt Sch.3(6)(c)(i) Parliament privilege

Released under RTI - DPC

Lucas Clarke

From: Filly Morgan
Sent: Friday, 13 March 2020 4:58 PM
To: Libby Gregoric; Stuart Busby
Cc: Jessica Martin
Subject: Fwd: Updated Briefing Paper - COVID-19 Data Collection - due Monday 16 March
Attachments: image002.png; ATT00001.htm; image003.jpg; ATT00002.htm; HOCS Briefing paper - COVID-19 data collection (002).docx; ATT00003.htm

For advice please

Sent from my iPhone

Begin forwarded message:

From: Megan Barry <megan.barry@psc.qld.gov.au>
Date: 13 March 2020 at 4:56:24 pm AEST
To: ODDG BCP <ODDG.BCP@dnrme.qld.gov.au>, "Adam.stevenson@qfes.qld.gov.au" <Adam.stevenson@qfes.qld.gov.au>, "Arthur.O'Brien@csyw.qld.gov.au" <Arthur.O'Brien@csyw.qld.gov.au>, "Barbara.Phillips@health.qld.gov.au" <Barbara.Phillips@health.qld.gov.au>, PARKER Brenda <Brenda.Parker@dnrme.qld.gov.au>, "Kurt Marsden (PSBAHR)" <kurt.marsden@psba.qld.gov.au>, Filly Morgan <filly.morgan@premiers.qld.gov.au>, Geoff Waite <geoff.waite@treasury.qld.gov.au>, "james.koulouris@dcs.qld.gov.au" <james.koulouris@dcs.qld.gov.au>, Jeff Hunt <Jeff.Hunt@dete.qld.gov.au>, "matthew.nye@communities.qld.gov.au" <matthew.nye@communities.qld.gov.au>, "Kathy.Parton@datsip.qld.gov.au" <Kathy.Parton@datsip.qld.gov.au>, Michael McKee <Michael.McKee@dsdmip.qld.gov.au>, "michael.OLEARY@qed.qld.gov.au" <michael.OLEARY@qed.qld.gov.au>, "rebecca.atkinson@dlgrma.qld.gov.au" <rebecca.atkinson@dlgrma.qld.gov.au>, "peter.cook@justice.qld.gov.au" <peter.cook@justice.qld.gov.au>, "robyn.turbit@hpw.qld.gov.au" <robyn.turbit@hpw.qld.gov.au>, "MCCARTHY Sinead (DAF)" <Sinead.McCarthy@daf.qld.gov.au>, CHRISP Susan <Susan.Chrisp@des.qld.gov.au>, "Tracy.a.o'bryan@tmr.qld.gov.au" <Tracy.a.o'bryan@tmr.qld.gov.au>, "StrategyPerformanceOfficer.DCSPP@police.qld.gov.au" <StrategyPerformanceOfficer.DCSPP@police.qld.gov.au>, "steven.kay" <steven.kay@ditid.qld.gov.au>, Rhiannan Howell <rhiannan.howell@desbt.qld.gov.au>, VANDERSEE Sarah <Sarah.VANDERSEE@hpw.qld.gov.au>, "alan.houchin@corrections.qld.gov.au" <alan.houchin@corrections.qld.gov.au>, "matthew.nye@communities.qld.gov.au" <matthew.nye@communities.qld.gov.au>, Celia Venables <celia.venables@dnrme.qld.gov.au>, Joanne Greenfield <Joanne.Greenfield@qfes.qld.gov.au>, Robert Setter <Robert.Setter@psc.qld.gov.au>, "Stephanie Attard (Justice)" <stephanie.attard@justice.qld.gov.au>, Paul Hyde <Paul.Hyde@psba.qld.gov.au>, Sandra M Slater <Sandra.M.Slater@tmr.qld.gov.au>, Ray Clarke <ray.clarke@ambulance.qld.gov.au>, MUNRO Nina <Nina.Munro@dnrme.qld.gov.au>, "cecelia.christensen@treasury.qld.gov.au" <cecelia.christensen@treasury.qld.gov.au>
Cc: Alison Spruce <alison.spruce@psc.qld.gov.au>, Natalie Driscoll <Natalie.Driscoll@psc.qld.gov.au>, Sandra Lerch <Sandra.Lerch@psc.qld.gov.au>, Wade Fuller <wade.fuller@psc.qld.gov.au>
Subject: Updated Briefing Paper - COVID-19 Data Collection - due Monday 16 March

Heads of Corporate

Thank you joining the teleconference earlier today.

As agreed, we have updated the briefing paper on the **proposed public sector workforce data collection** for COVID-19 (attached).

Please provide your endorsement or feedback directly to me by **cob Monday 16 March 2020**.

Further questions and comments are most welcome – please do not hesitate to contact me via the contact details below.

Regards

Released under RTI - DPC

Heads of Corporate Services briefing paper

For Endorsement | 13/03/2020

Issue/project title

- Public sector workforce data collection – COVID-19

Decisions required

- Heads of Corporate endorse** or provide feedback to the Public Service Commission (PSC) by **COB Monday 16 March 2020**.

Summary

- PSC is seeking to gain a sector wide view of the how the public sector workforce is affected by COVID-19 to:
 - Provide timely information to government on the health and wellbeing of employees
 - Ensure we have visibility of those employees affected, either becoming unwell, isolating or caring for those affected
 - Ensure appropriate mechanisms exist to support all employees
 - Provide assurance that non-frontline services have arrangements in place to enable business continuity, including employees working from home or working from another location.
- While it is understood that individual service delivery agencies are planning or implementing their own business continuity arrangements in response to this event, it is important that we maintain visibility of this at a sector level to ensure we can respond as a sector when required.
- This data could also enable central response planning to ensure continuity of essential services (including where cross-agency solutions may be required).

Proposed data collection approach

- Given the lag present in payroll data, we are proposing to collect this data directly from agencies to ensure we have point in time data to inform decision making.
- In the first instance, it is proposed that PSC would seek to coordinate the collection of the following data, **on a daily basis**:
 - Department/agency name
 - Total number of employees unable to work today (*calculated by 1+2+3(a)*), due to:
 - COVID-19 illness (diagnosed)
 - COVID-19 caring responsibilities (including caring for sick dependents, caring for self-isolated dependents, or caring for well dependents who are affected by service closures)

3. Not ill but required to self-isolate on health advice
 - a) Not working from home (and accessing leave arrangements)
 - b) Working from home

- Note that information collected **will not identify individual employees**, ensuring the protection of employees' rights to privacy.
- The scope of the data collection is aligned with the scope of standard workforce reporting. Included agencies are listed in **Attachment 1**.
- Departments will be responsible for supporting the public service offices and entities within their respective portfolios, limited to those listed in Attachment 1.
- PSC proposes to use Microsoft Forms to capture this data (see **Attachment 2**). Department results captured from the form would be collated in an Excel spreadsheet that PSC can then share and/or build dashboards from as required.
 - Departments would access the form via a hyperlink that PSC will share with department contacts
 - Departments' nominated contact officer would manually enter their information by 5pm each day, based on information collected from their own systems.
 - Please note, additional fields could be added as the data collection mechanism becomes more sophisticated and as reporting requirements emerge.
 - For example, to inform government of frontline service areas or essential functions that experience significant employee impact, and enable response planning to ensure continuity of essential services (including where cross-agency solutions may be required) PSC could seek to gather this data by occupation and by region.
- The amendments being made to payroll fields to enable accurate reporting over time (particularly of access to special leave) will continue in parallel to this work.

Proposed data collection commencement

- **Agencies ready to contribute** to the data collection will be requested to provide a trial data return on **Thursday 19 March 2020**.
- Formal data collection will commence for **all agencies** on **Monday 23 March 2020**.

Attachment 1: Proposed scope of agencies to be included

Budget paper 2 agencies
Department of Aboriginal and Torres Strait Islander Partnerships
Department of Agriculture and Fisheries
Department of Child Safety, Youth and Women
Department of Communities, Disability Services and Seniors
Department of Education
Department of Employment, Small Business and Training
Department of Environment and Science
Department of Housing and Public Works
Department of Innovation, Tourism Industry Development and the Commonwealth Games
Department of Justice and Attorney-General
Department of Local Government, Racing and Multicultural Affairs
Department of Natural Resources, Mines and Energy
Department of State Development, Manufacturing, Infrastructure and Planning
Department of the Premier and Cabinet
Department of Transport and Main Roads
Queensland Corrective Services
Queensland Fire and Emergency Services
Queensland Health
Queensland Police Service
Queensland Treasury
Electoral Commission Queensland
Office of the Inspector-General of Emergency Management
Public Safety Business Agency
Public Service Commission
Public Trustee
Queensland Audit Office
TAFE Queensland
Queensland public sector sub-sectors: Budget paper 2 agencies

Other entities
Queensland Human Rights Commission
Legal Aid Queensland
Office of the Health Ombudsman
Queensland Art Gallery
Queensland Family and Child Commission
Queensland Museum
State Library of Queensland
Trade and Investment Queensland

Attachment 2: Microsoft Form

Workforce Planning - COVID-19

This form is designed to collect updates on public sector employees affected by COVID-19 in order to:

- Provide timely information to government on the health and wellbeing of employees
- Ensure we have visibility of those employees affected, either becoming unwell, isolating or caring for those affected
- Ensure appropriate mechanisms exist to support all employees
- Provide assurance that non-frontline services have arrangements in place to enable business continuity, including employees working from home or working from another location.

While it is understood that individual service delivery agencies are planning or implementing their own business continuity arrangements in response to this event, it is important that we maintain visibility of this at a sector level to ensure we can respond as a sector when required.

This data could also enable central response planning to ensure continuity of essential services (including where cross-agency solutions may be required).

Note that all information requested in this form should be de-identified, aggregated information. Data that identifies employees is not required.

If there are no employees in a category, please enter zero.

* Required

1. Which agency are you submitting for? *

Select your answer

2. Number of employees unable to work due to testing positive to COVID-19 *

The value must be a number

3. Number of employees unable to work due to caring responsibilities (including caring for sick dependents, caring for self-isolated dependents, or caring for well dependents who are affected by service closures) *

The value must be a number

4. Not ill but required to self-isolate on health advice - not working from home (and accessing leave arrangements) *

The value must be a number

5. Not ill but required to self-isolate on health advice - working from home *

The value must be a number

Lucas Clarke

From: Filly Morgan
Sent: Friday, 13 March 2020 2:00 PM
To: Libby Gregoric; Elizabeth Buckby; Mikhal Mitchell
Subject: Fwd: WoG HoC's Covid-19 Update and planning
Attachments: HOCS Briefing paper - COVID-19 data collection.docx

To discuss.

Get [Outlook for iOS](#)

From: Michael McKee <Michael.McKee@dsmip.qld.gov.au>
Sent: Friday, March 13, 2020 1:56:06 PM
To: Michael McKee <Michael.McKee@dsmip.qld.gov.au>; Filly Morgan <filly.morgan@premiers.qld.gov.au>
Subject: Fwd: WoG HoC's Covid-19 Update and planning

Regards

Michael McKee
Deputy Director-General
Business, Commercial and Performance
Department of State Development,
Manufacturing, Infrastructure and Planning

P 07 3452 6931
Level 38, 1 William Street, Brisbane QLD 4000
PO Box 15009, City East QLD 4002
www.dsmip.qld.gov.au

From: Megan Barry <megan.barry@psc.qld.gov.au>
Sent: Thursday, March 12, 2020 5:13:49 PM
To: PARKER Brenda <Brenda.Parker@dnrme.qld.gov.au>; Adam.stevenson@qfes.qld.gov.au <Adam.stevenson@qfes.qld.gov.au>; Arthur O'Brien <arthur.O'Brien@csyw.qld.gov.au>; Barbara Phillips <Barbara.Phillips@health.qld.gov.au>; Kurt Marsden (PSBAHR) <kurt.marsden@psba.qld.gov.au>; Filly Morgan <filly.morgan@premiers.qld.gov.au>; Geoff Waite <geoff.waite@treasury.qld.gov.au>; 'james.koulouris@dcs.qld.gov.au' <james.koulouris@dcs.qld.gov.au>; Jeff Hunt <jeff.hunt@dete.qld.gov.au>; matthew.nye@communities.qld.gov.au <matthew.nye@communities.qld.gov.au>; Kathy Parton <kathy.parton@datsip.qld.gov.au>; Michael McKee <Michael.McKee@dsmip.qld.gov.au>; michael.OLEARY@qed.qld.gov.au <michael.OLEARY@qed.qld.gov.au>; Rebecca Atkinson <Rebecca.Atkinson@dlgrma.qld.gov.au>; Peter Cook <peter.cook@justice.qld.gov.au>; Robyn Turbit <robyn.turbit@hpw.qld.gov.au>; MCCARTHY Sinead (DAF) <Sinead.McCarthy@daf.qld.gov.au>; CHRISP Susan <Susan.Chrisp@des.qld.gov.au>; Tracy O'Bryan <Tracy.A.O'Bryan@tmr.qld.gov.au>; VANDERSEE Sarah <Sarah.VANDERSEE@hpw.qld.gov.au>; StrategyPerformanceOfficer.DCSPP@police.qld.gov.au <StrategyPerformanceOfficer.DCSPP@police.qld.gov.au>; steven.kay <steven.kay@ditid.qld.gov.au>; Rhiannan Howell <rhiannan.howell@desbt.qld.gov.au>; MUNRO Nina <Nina.Munro@dnrme.qld.gov.au>; RAISON Elle <Elle.Raison@dnrme.qld.gov.au>
Cc: Sandra M Slater <Sandra.M.Slater@tmr.qld.gov.au>; Stephanie Attard (Justice)

<stephanie.attard@justice.qld.gov.au>; PH <Paige.Heather@ditid.qld.gov.au>; Celia Venables <celia.venables@dnrme.qld.gov.au>; Robert Setter <Robert.Setter@psc.qld.gov.au>
Subject: RE: WoG HoC's Covid-19 Update and planning

Suggested agenda:

- Public Service Commission update
- Queensland Shared Services – confirmation of BCP arrangements for QSS customers
- Proposed whole-of-government data collection – for discussion and feedback (see attached paper)
- General Business – opportunity to raise issues and share information

-----Original Appointment-----

From: PARKER Brenda <Brenda.Parker@dnrme.qld.gov.au>

Sent: Tuesday, 10 March 2020 1:18 PM

To: PARKER Brenda; Adam.stevenson@qfes.qld.gov.au; Arthur O'Brien; Barbara Phillips; Brad Lang; Kurt Marsden (PSBAHR); Filly Morgan; Geoff Waite; 'james.koulouris@dcs.qld.gov.au'; Jeff Hunt; matthew.nye@communities.qld.gov.au; Kathy Parton; Megan Barry; Michael McKee; michael.OLEARY@qed.qld.gov.au; rebecca.atkinson@dlgrma.qld.gov.au; Peter Cook; Robyn Turbit; MCCARTHY Sinead (DAF); CHRISP Susan; Tracy O'Bryan; StrategyPerformanceOfficer,DCSPP@police.qld.gov.au; steven.kay; Rhiannan Howell; MUNRO Nina; RAISON Elle

Cc: Sandra M Slater; Stephanie Attard (Justice); PH; Celia Venables

Subject: WoG HoC's Covin 19 Update and planning

When: Friday, 13 March 2020 1:30 PM-2:30 PM (UTC+10:00) Brisbane.

Where: Lvl 7 7.02 1 William Street Brisbane

Teleconference details

1. Dial 1300 303 945
2. When prompted, enter the conference code [REDACTED] followed by the # key

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Heads of Corporate Services briefing paper

For Discussion | 12/03/2020

Issue/project title

- Proposed public sector workforce data collection – COVID-19

Decisions required

- That you consider this proposal, and provide feedback at the Heads of Corporate teleconference on 13/03/20

Summary

- PSC is seeking to gain a sector wide view of the how the public sector workforce is affected by COVID-19 to:
 - Provide timely information to government on the health and wellbeing of employees
 - Ensure we have visibility of those employees affected, either becoming unwell, isolating or caring for those affected
 - Ensure appropriate mechanisms exist to support all employees
 - Provide assurance that non-frontline services have arrangements in place to enable business continuity, including employees working from home or working from another location.
- While it is understood that individual service delivery agencies are planning or implementing their own business continuity arrangements in response to this event, it is important that we maintain visibility of this at a sector level to ensure we can respond as a sector when required.
- This data could also enable central response planning to ensure continuity of essential services (including where cross-agency solutions may be required).

Proposed data collection approach

- Given the lag present in payroll data, we are proposing to collect this data directly from agencies to ensure we have point in time data to inform decision making.
- In the first instance, it is proposed that PSC would seek to coordinate the collection of the following data, on a daily basis:
 - Department/agency name
 - Total number of employees unable to work today (*calculated by 1+2+3(a)*), due to:
 - COVID-19 illness (diagnosed)
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- 3. Not ill but required to self-isolate on health advice
 - a) Not working from home (and accessing leave arrangements)
 - b) Working from home

- Note that information collected will not identify individual employees, ensuring the protection of employees' rights to privacy.
- The scope of the data collection is aligned with the scope of standard workforce reporting. Included agencies are listed in Attachment 1.
- PSC proposes to use Microsoft Forms to capture this data (see Attachment 2). Department results captured from the form would be collated in an Excel spreadsheet that PSC can then share and/or build dashboards from as required.
 - Departments would access the form via a hyperlink that PSC will share with department contacts
 - Departments' nominated contact officer would manually enter their information by 5pm each day, based on information collected from their own systems.
 - Please note, additional fields could be added as the data collection mechanism becomes more sophisticated and as reporting requirements emerge.
 - For example, to inform government of frontline service areas or essential functions that experience significant employee impact, and enable response planning to ensure continuity of essential services (including where cross-agency solutions may be required) PSC could seek to gather this data by occupation and by region.
- The amendments being made to payroll fields to enable accurate reporting over time (particularly of access to special leave) will continue in parallel to this work.

Released under PIA/DPC

Attachment 1: Proposed scope of agencies to be included

Budget paper 2 agencies
Department of Aboriginal and Torres Strait Islander Partnerships
Department of Agriculture and Fisheries
Department of Child Safety, Youth and Women
Department of Communities, Disability Services and Seniors
Department of Education
Department of Employment, Small Business and Training
Department of Environment and Science
Department of Housing and Public Works
Department of Innovation, Tourism Industry Development and the Commonwealth Games
Department of Justice and Attorney-General
Department of Local Government, Racing and Multicultural Affairs
Department of Natural Resources, Mines and Energy
Department of State Development, Manufacturing, Infrastructure and Planning
Department of the Premier and Cabinet
Department of Transport and Main Roads
Queensland Corrective Services
Queensland Fire and Emergency Services
Queensland Health
Queensland Police Service
Queensland Treasury
Electoral Commission Queensland
Office of the Inspector-General of Emergency Management
Public Safety Business Agency
Public Service Commission
Public Trustee
Queensland Audit Office
TAFE Queensland
Queensland public sector sub-total: Budget paper 2 agencies

Other entities
Queensland Human Rights Commission
Legal Aid Queensland
Office of the Health Ombudsman
Queensland Art Gallery
Queensland Family and Child Commission
Queensland Museum
State Library of Queensland
Trade and investment Queensland

Attachment 2: Microsoft Form

Workforce Planning - COVID-19

This form is designed to collect updates on public sector employees affected by COVID-19 in order to:

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If there are no employees in a category, please enter zero.

* Required

1. Which agency are you submitting for? *

Select your answer

2. Number of employees unable to work due to testing positive to COVID-19 *

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3. Number of employees unable to work due to caring responsibilities (including caring for sick dependents, caring for self-isolated dependents, or caring for well dependents who are affected by service closures) *

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4. Not ill but required to self-isolate on health advice - not working from home (and accessing leave arrangements) *

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5. Not ill but required to self-isolate on health advice - working from home *

The value must be a number

Lucas Clarke

From: Michael McKee
Sent: Friday, 13 March 2020 1:56 PM
To: Michael McKee; Filly Morgan
Subject: Fwd: WoG HoC's Covid-19 Update and planning
Attachments: HOCS Briefing paper - COVID-19 data collection.docx

Regards

Michael McKee
Deputy Director-General
Business, Commercial and Performance
Department of State Development,
Manufacturing, Infrastructure and Planning

P 07 3452 6931
Level 38, 1 William Street, Brisbane QLD 4000
PO Box 15009, City East QLD 4002
www.dsdmip.qld.gov.au

From: Megan Barry <megan.barry@psc.qld.gov.au>
Sent: Thursday, March 12, 2020 5:13:49 PM
To: PARKER Brenda <Brenda.Parker@dnrme.qld.gov.au>; Adam.stevenson@qfes.qld.gov.au <Adam.stevenson@qfes.qld.gov.au>; Arthur O'Brien <arthur.O'Brien@csyw.qld.gov.au>; Barbara Phillips <Barbara.Phillips@health.qld.gov.au>; Kurt Marsden (PSBAHR) <kurt.marsden@psba.qld.gov.au>; Filly Morgan <filly.morgan@premiers.qld.gov.au>; Geoff Waite <geoff.waite@treasury.qld.gov.au>; 'james.koulouris@dcs.qld.gov.au' <james.koulouris@dcs.qld.gov.au>; Jeff Hunt <jeff.hunt@dete.qld.gov.au>; matthew.nye@communities.qld.gov.au <matthew.nye@communities.qld.gov.au>; Kathy Parton <kathy.parton@datsip.qld.gov.au>; Michael McKee <Michael.McKee@dsdmip.qld.gov.au>; michael.OLEARY@qed.qld.gov.au <michael.OLEARY@qed.qld.gov.au>; Rebecca Atkinson <Rebecca.Atkinson@dlgrma.qld.gov.au>; Peter Cook <peter.cook@justice.qld.gov.au>; Robyn Turbit <robyn.turbit@hpw.qld.gov.au>; MCCARTHY Sinead (DAF) <Sinead.McCarthy@daf.qld.gov.au>; CHRISP Susan <Susan.Chrisp@des.qld.gov.au>; Tracy O'Bryan <Tracy.A.O'Bryan@tmr.qld.gov.au>; VANDERSEE Sarah <Sarah.VANDERSEE@hpw.qld.gov.au>; StrategyPerformanceOfficer.DCSPP@police.qld.gov.au <StrategyPerformanceOfficer.DCSPP@police.qld.gov.au>; steven.kay <steven.kay@ditid.qld.gov.au>; Rhiannan Howell <rhiannan.howell@desbt.qld.gov.au>; MUNRO Nina <Nina.Munro@dnrme.qld.gov.au>; RAISON Elle <Elle.Raison@dnrme.qld.gov.au>
Cc: Sandra M Slater <Sandra.M.Slater@tmr.qld.gov.au>; Stephanie Attard (Justice) <stephanie.attard@justice.qld.gov.au>; PH <Paige.Heather@ditid.qld.gov.au>; Celia Venables <celia.venables@dnrme.qld.gov.au>; Robert Setter <Robert.Setter@psc.qld.gov.au>
Subject: RE: WoG HoC's Covid-19 Update and planning

Suggested agenda:

- Public Service Commission update
- Queensland Shared Services – confirmation of BCP arrangements for QSS customers
- Proposed whole-of-government data collection – for discussion and feedback (see attached paper)

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Sent: Tuesday, 10 March 2020 1:18 PM

To: PARKER Brenda; Adam.stevenson@qfes.qld.gov.au; Arthur O'Brien; Barbara Phillips; Brad Lang; Kurt Marsden (PSBAHR); Filly Morgan; Geoff Waite; 'james.koulouris@dcs.qld.gov.au'; Jeff Hunt; matthew.nye@communities.qld.gov.au; Kathy Parton; Megan Barry; Michael McKee; michael.OLEARY@qed.qld.gov.au; rebecca.atkinson@dlgrma.qld.gov.au; Peter Cook; Robyn Turbit; MCCARTHY Sinead (DAF); CHRISP Susan; Tracy O'Bryan; StrategyPerformanceOfficer.DCSPP@police.qld.gov.au; steven.kay; Rhiannan Howell; MUNRO Nina; RAISON Elle

Cc: Sandra M Slater; Stephanie Attard (Justice); PH; Celia Venables

Subject: WoG HoC's Covin 19 Update and planning

When: Friday, 13 March 2020 1:30 PM-2:30 PM (UTC+10:00) Brisbane.

Where: Lvl 7 7.02 1 William Street Brisbane

Teleconference details

1. Dial 1300 303 945
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Heads of Corporate Services briefing paper

For Discussion | 12/03/2020

Issue/project title

- Proposed public sector workforce data collection – COVID-19

Decisions required

- That you consider this proposal, and provide feedback at the Heads of Corporate teleconference on 13/03/20

Summary

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Released under the Official Information Act

Attachment 1: Proposed scope of agencies to be included

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Department of Agriculture and Fisheries
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Department of Communities, Disability Services and Seniors
Department of Education
Department of Employment, Small Business and Training
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Department of Housing and Public Works
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Department of Justice and Attorney-General
Department of Local Government, Racing and Multicultural Affairs
Department of Natural Resources, Mines and Energy
Department of State Development, Manufacturing, Infrastructure and Planning
Department of the Premier and Cabinet
Department of Transport and Main Roads
Queensland Corrective Services
Queensland Fire and Emergency Services
Queensland Health
Queensland Police Service
Queensland Treasury
Electoral Commission Queensland
Office of the Inspector-General of Emergency Management
Public Safety Business Agency
Public Service Commission
Public Trustee
Queensland Audit Office
TAFE Queensland
Queensland public sector sub-total: Budget paper 2 agencies

Other entities
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Legal Aid Queensland
Office of the Health Ombudsman
Queensland Art Gallery
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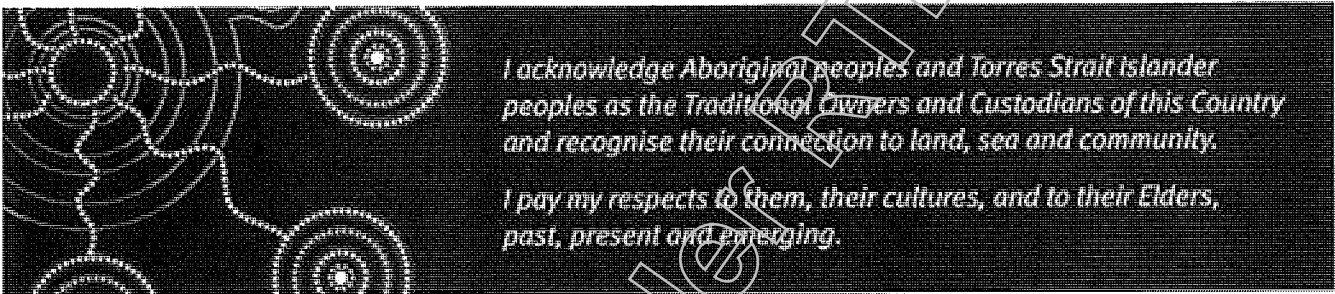
The value must be a number

Lucas Clarke

From: Filly Morgan
Sent: Monday, 16 March 2020 5:32 PM
To: Libby Gregoric; Stuart Busby; Eve Fraser; Kिरily Magill
Subject: FW: Message to Leadership Board from Dave Stewart



Filly Morgan PSM
Deputy Director-General
Corporate and Government Services
Department of the Premier and Cabinet
P 07 3003 9224 M [REDACTED]
Level 28, 1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002



From: Dave Stewart <david.stewart@premiers.qld.gov.au>
Sent: Monday, 16 March 2020 5:26 PM
To: @ELT <elt@premiers.qld.gov.au>
Subject: FW: Message to Leadership Board from Dave Stewart

Dear colleagues,

For your information.

Regards

Dave



Dave Stewart
Director-General
Office of the Director-General
Department of the Premier and Cabinet
P 07 3003 9387
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PO Box 15185, City East, QLD 4002

From: Dave Stewart <david.stewart@premiers.qld.gov.au>
Sent: Monday, 16 March 2020 5:25 PM
To: @Qld Government CEOs <QldGovernmentCEOs@premiers.qld.gov.au>
Subject: Message to Leadership Board from Dave Stewart

Dear colleagues,

Further to our teleconference earlier today, below is an update on some emerging matters.

Queensland Parliament

You may be aware from media reports that even though Queensland Parliament is sitting this week, the Parliament's public gallery will be closed.

Ministers and Opposition have also been asked to limit staff using the Parliamentary precinct.

In light of this, could I please ask Directors-General to also limit public servants accessing the precinct.

If you have a genuine need to be in the Parliamentary precinct (such as your agency is instructing on a Bill), I ask that you limit to essential staff only during this time.

Pandemic Directive

Directive 01/20: *The Employment Arrangements in the Event of a Health Pandemic* has now gazetted and is available online.

The Directive outlines the specific employment conditions to apply in case of disruption caused by the occurrence of a health pandemic (defined in section 8 of the directive).

<https://www.publications.qld.gov.au/dataset/extraordinary-gazettes-march-2020/resource/139f4051-79b1-4403-95ef-9b4ee7038534>

Information will be provided to the Chief HR networks for implementation.

COVID-19 workforce data collection

The Public Service Commission has today communicated with your Chief HR network regarding daily data collection across agencies.

As a reminder, **the following data set will be required to be provided and updated daily:**

- a) Department/agency name
- b) Total number of employees unable to work today (calculated by 1+2+3(a)), due to:
 1. COVID-19 illness (diagnosed)
 2. COVID-19 caring responsibilities (including caring for sick dependents, caring for self-isolated dependents, or caring for well dependents who are affected by service closures)
 3. Not ill but required to self-quarantine on health advice
 - a) Not working from home (and accessing leave arrangements other than carer's leave)
 - b) Working from home

Could you please ensure your agency prioritise this data collection and provided to the PSC daily.

Ready Reserves

Ready Reserves help Queenslanders when they need us most.

As part of any preparedness arrangements, we ask that you continue to support the Community Recovery Ready Reserves.

The Reserves play a vital role in providing practical information, referral to support services and emotional support during recovery, and its crucial we have staff ready to be deployed across Queensland should it be required.

The National Cabinet will meet again tomorrow night and I will endeavour to update you with timely information post the meeting.

Thank you again for your support.

Regards

Dave



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Released under RTI - DPC

Lucas Clarke

From: Claudia Sng
Sent: Thursday, 16 April 2020 3:53 PM
To: Filly Morgan; Libby Gregoric; Jessica Barge; Elizabeth Buckby; Casey Watters
Cc: Stuart Gamble; Bronte Kuusik; Krystal Petersen
Subject: 16/04/2020 COVID-19 workforce reporting data

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **16 April 2020**.
Please note TIQ are now reporting only on their QLD stats, as opposed to their global data.

The daily DPC graph is included below.

Current figures reported to the PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	1	1	0	2
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	0	0	0
Total absences due to self-isolation on health advice - working from home	8	2	0	10
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	350	120	156	626

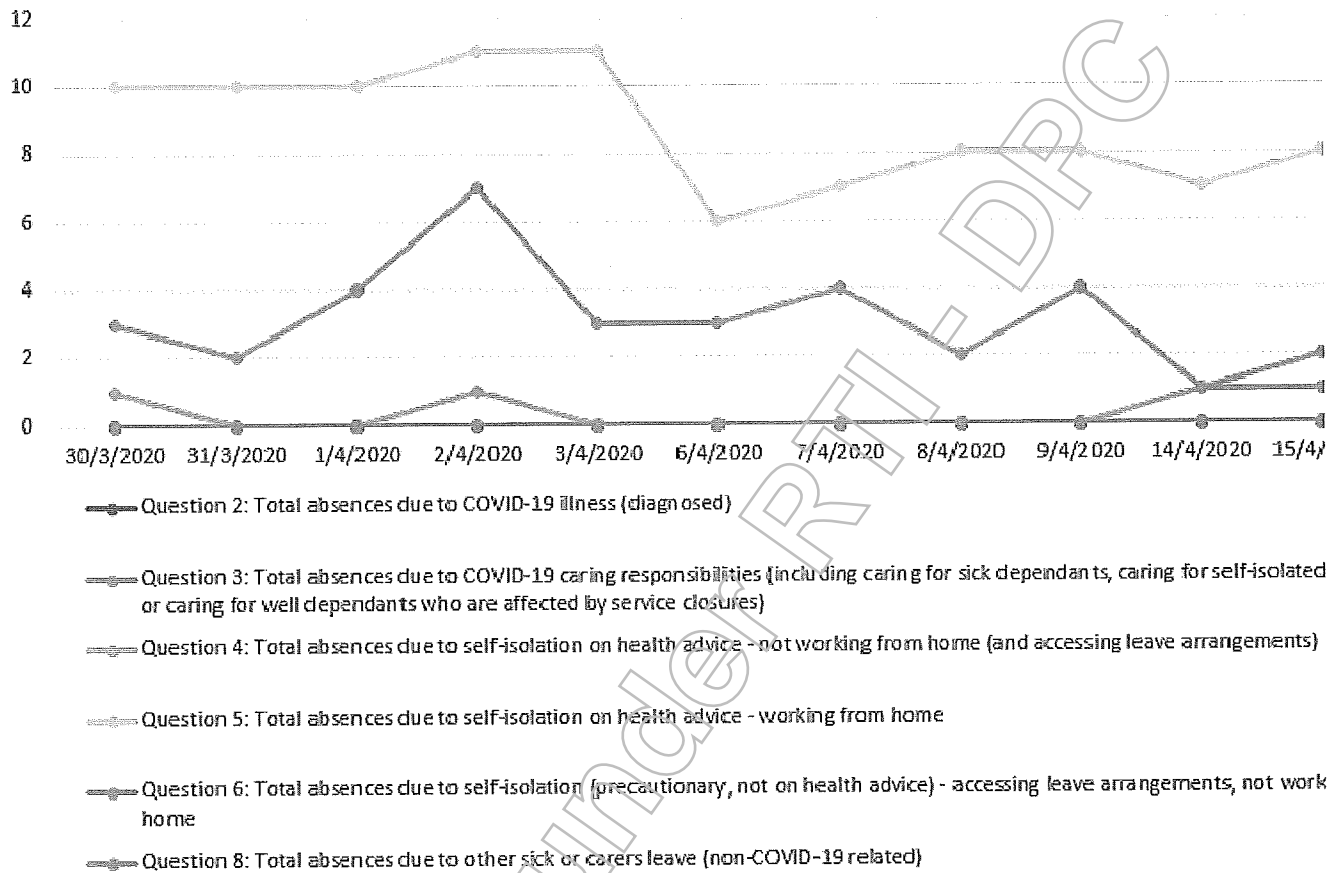
Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	3	N/A	4	7

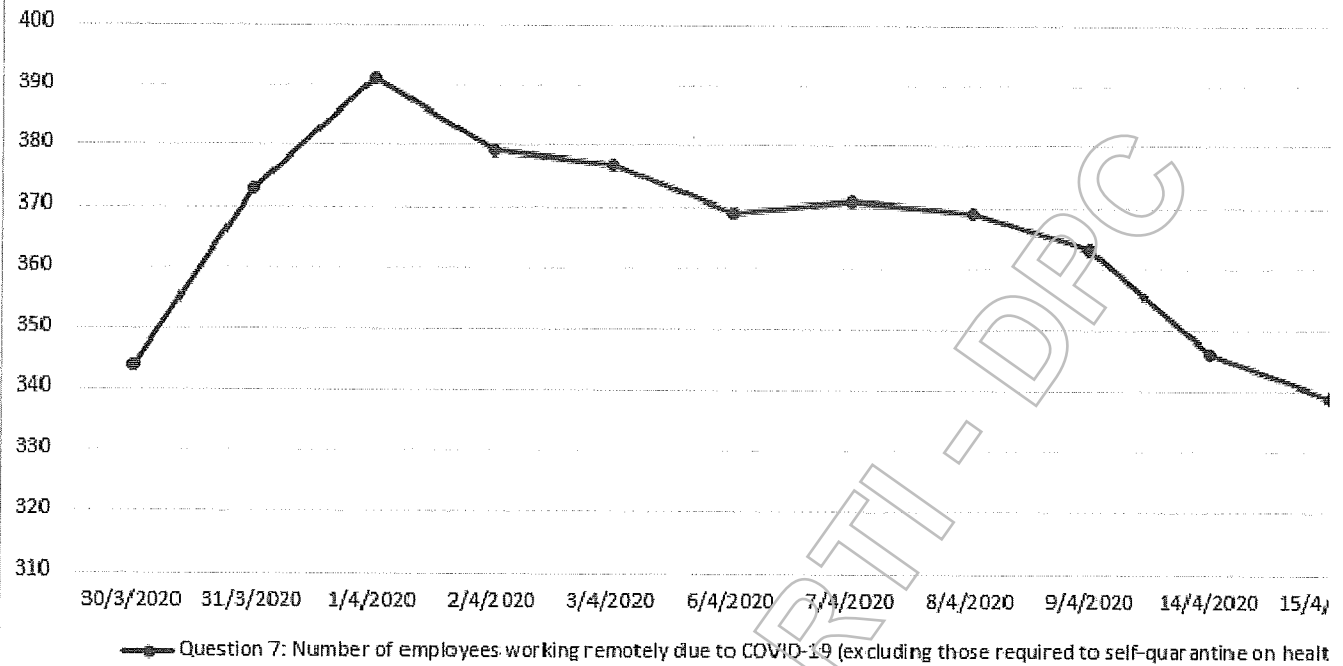
New questions:

Total number of employees registered to volunteer to support the COVID-19 response and recovery through the Care Army (Note: this does not include staff deployed through the Community Recovery Ready Reserve or mobilisation strategy.)	32	17	0	49
Total number of employees registered to volunteer to support the COVID-19 response and recovery through the other organisations (e.g. Lifeline) (Note: this does not include staff	3	1	0	4

30/03/2020-16/04/2020 DPC only summary (excluding TIQ & QAO)
 Questions 2,3,4,5,6,8



Question 7: Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).



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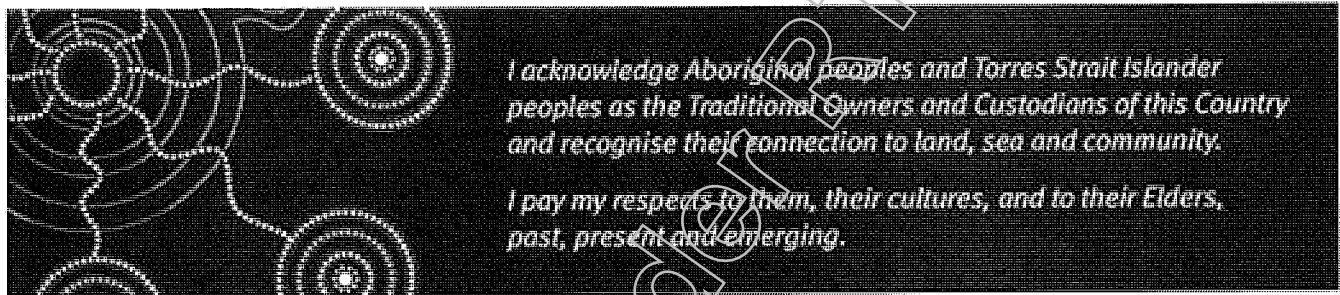
Lucas Clarke

From: Filly Morgan
Sent: Wednesday, 15 April 2020 4:16 PM
To: @ELT
Cc: Jessica Barge; Libby Gregoric
Subject: FW: 15/04/2020 COVID-19 workforce reporting data



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From: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Sent: Wednesday, 15 April 2020 4:14 PM
To: Filly Morgan <filly.morgan@premiers.qld.gov.au>; Libby Gregoric <libby.gregoric@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>
Cc: Stuart Gamble <stuart.gamble@premiers.qld.gov.au>; Bronte Kuusik <bronte.kuusik@premiers.qld.gov.au>; Krystal Petersen <Krystal.Petersen@premiers.qld.gov.au>
Subject: 15/04/2020 COVID-19 workforce reporting data

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **15 April 2020**.

The daily DPC graph is included below.

Current figures reported to the PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	1	0	0	1

Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	1	0	1
Total absences due to self-isolation on health advice - working from home	8	17	0	25
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	339	172	151	662

Additional data:

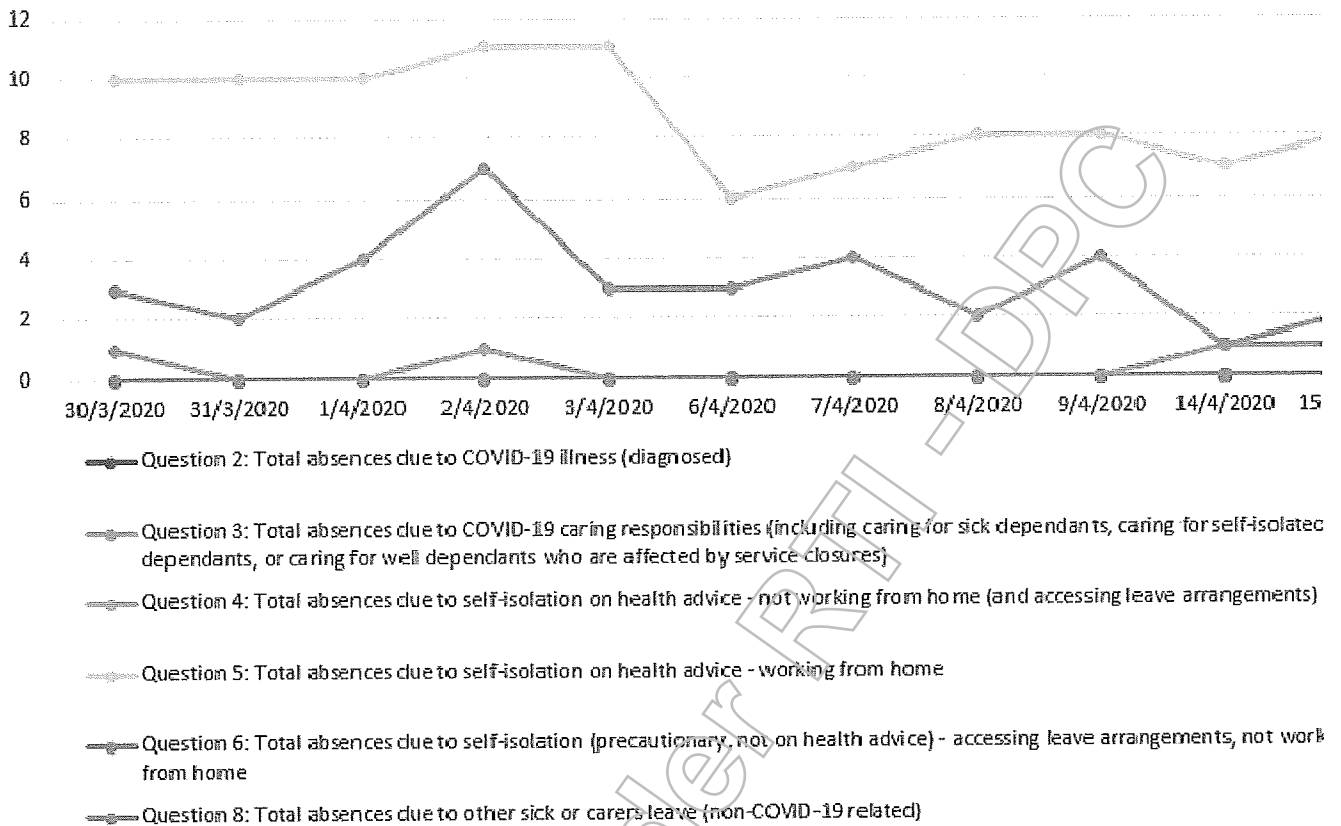
	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	2	N/A	2	4

New questions:

Total number of employees registered to volunteer to support the COVID-19 response and recovery through the Care Army (Note: this does not include staff deployed through the Community Recovery Ready Reserve or mobilisation strategy.)	29	N/A	0	29
Total number of employees registered to volunteer to support the COVID-19 response and recovery through the other organisations (e.g. Lifeline) (Note: this does not include staff deployed through the Community Recovery Ready Reserve or mobilisation strategy.)	3	N/A	0	3

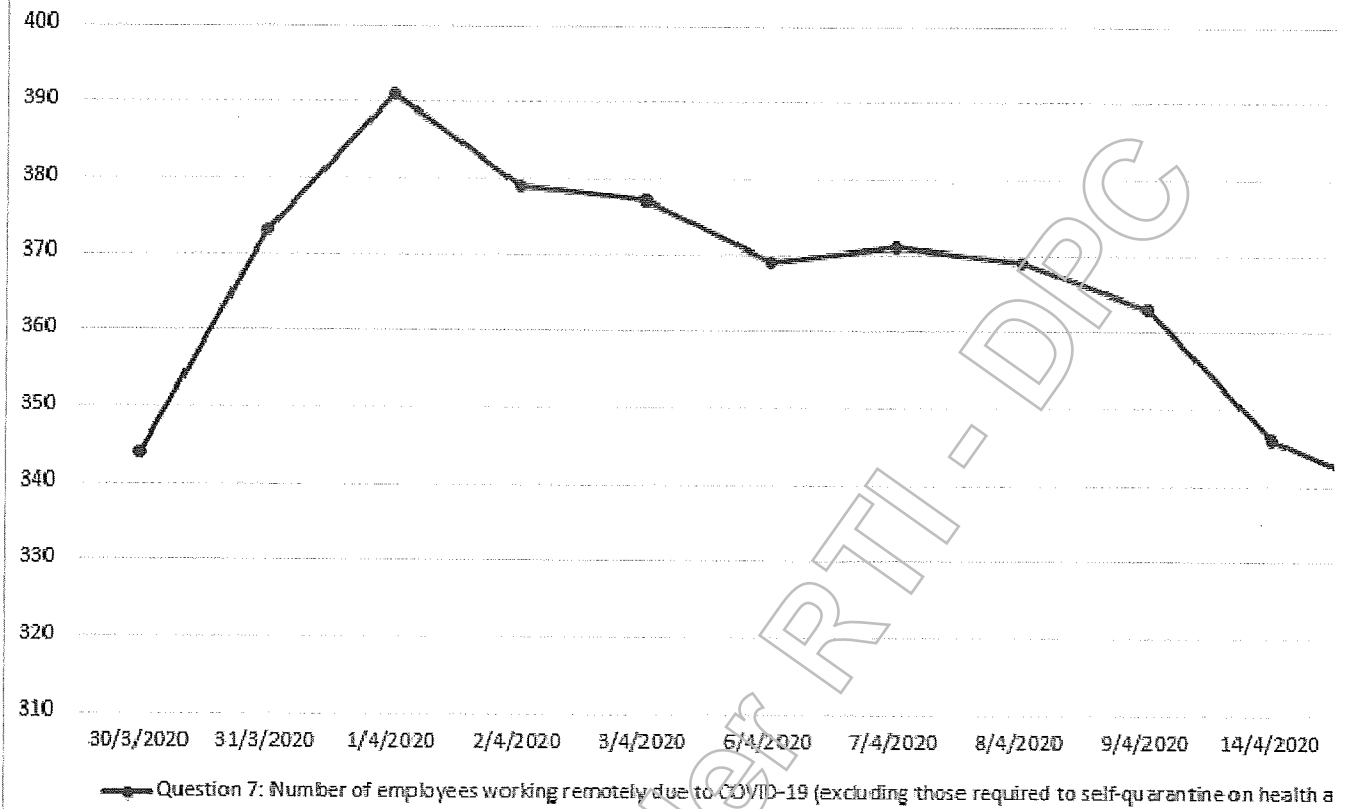
Released under RTI - DPC

30/03/2020-15/04/2020 DPC only summary (excluding TIQ & QAO)
 Questions 2,3,4,5,6,8



Released under RTI DPC

Question 7: Number of DPC employees (excluding TIQ & QAO) working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).



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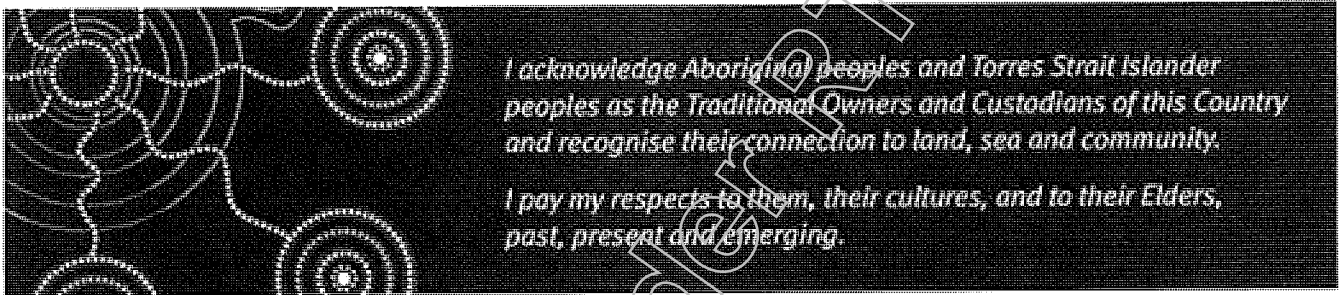
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Lucas Clarke

From: Filly Morgan
Sent: Tuesday, 14 April 2020 4:48 PM
To: @ELT
Cc: Libby Gregoric; Jessica Barge
Subject: FW: 14/04/2020 COVID-19 workforce reporting data



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From: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Sent: Tuesday, 14 April 2020 4:26 PM
To: Filly Morgan <filly.morgan@premiers.qld.gov.au>; Libby Gregoric <libby.gregoric@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>
Cc: Stuart Gamble <stuart.gamble@premiers.qld.gov.au>; Samantha Mee <samantha.mee@premiers.qld.gov.au>; Bronte Kuusik <bronte.kuusik@premiers.qld.gov.au>; Krystal Petersen <Krystal.Petersen@premiers.qld.gov.au>
Subject: 14/04/2020 COVID-19 workforce reporting data

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **14 April 2020**.

Please note an additional question to help us capture the number of employees supporting Queenslanders through volunteering, with either the Care Army or other organisations has been added. I will create a separate graph for this question once we receive more data.

The daily DPC graph is included below.

Current figures reported to the PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absence due to COVID-19 illness (diagnosed)	0	0	0	0
Total absence due to COVID-19 caring responsibilities (including contact with)	1	0	0	1

dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)				
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	0	0	0
Total absences due to self-isolation on health advice - working from home	7	16	0	23
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	346	174	153	673

Additional data:

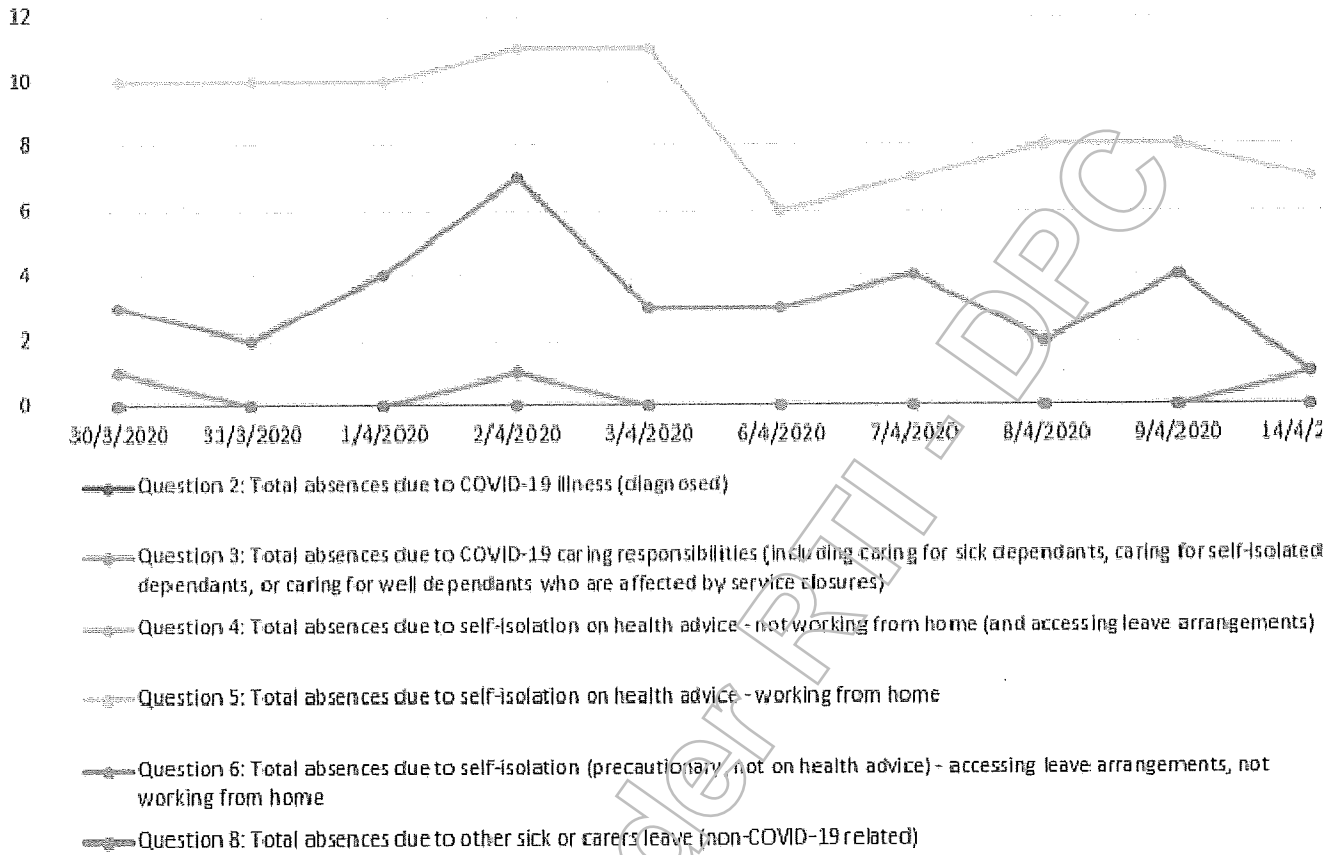
	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	1	N/A	2	3

New question:

Total number of employees registered to volunteer to support the COVID-19 response and recovery through the Care Army (Note: this does not include staff deployed through the Community Recovery Ready Reserve or mobilisation strategy.)	6	N/A	0	6
Total number of employees registered to volunteer to support the COVID-19 response and recovery through the other organisations (e.g. Lifeline) (Note: this does not include staff deployed through the Community Recovery Ready Reserve or mobilisation strategy.)	0	N/A	0	0

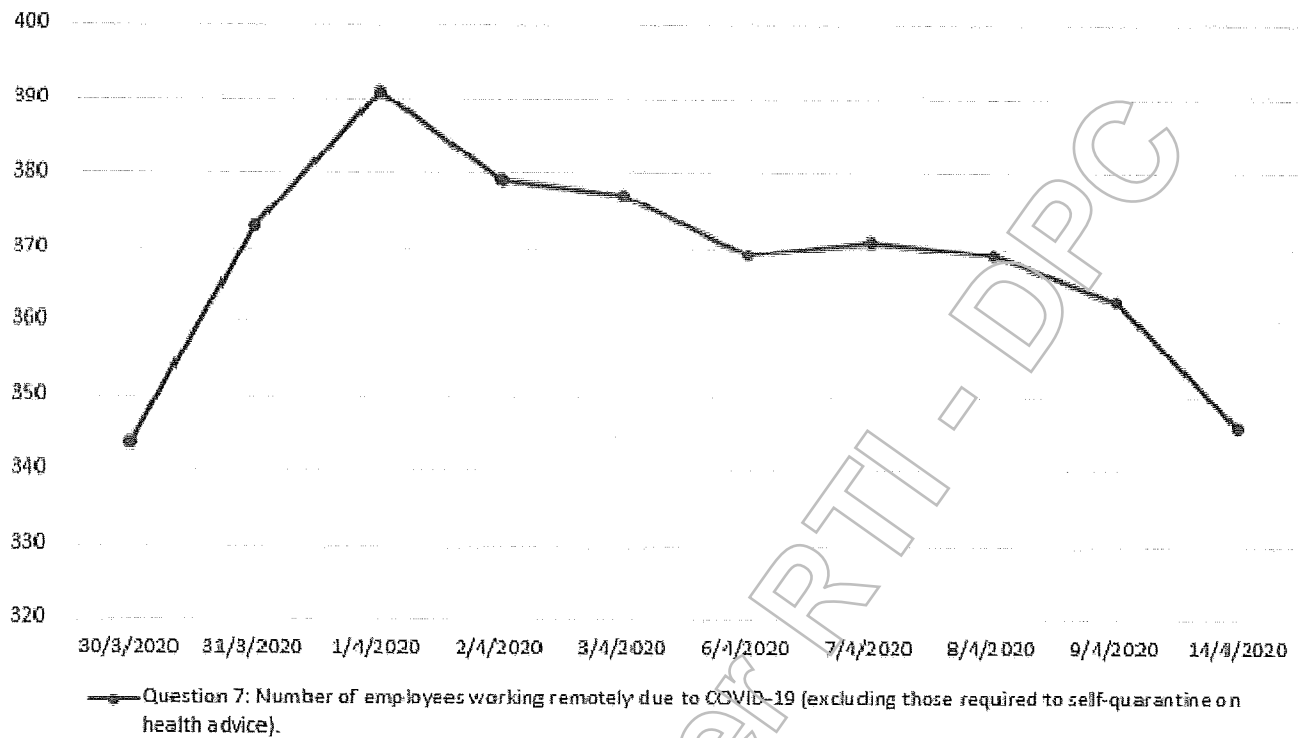
Released under RTI - DPC

30/03/2020-14/04/2020 DPC only summary (excluding TIQ & QAO)
 Questions 2,3,4,5,6,8



Released under RTI/DPC

Question 7: Number of DPC employees (excluding TIQ & QAO) working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).



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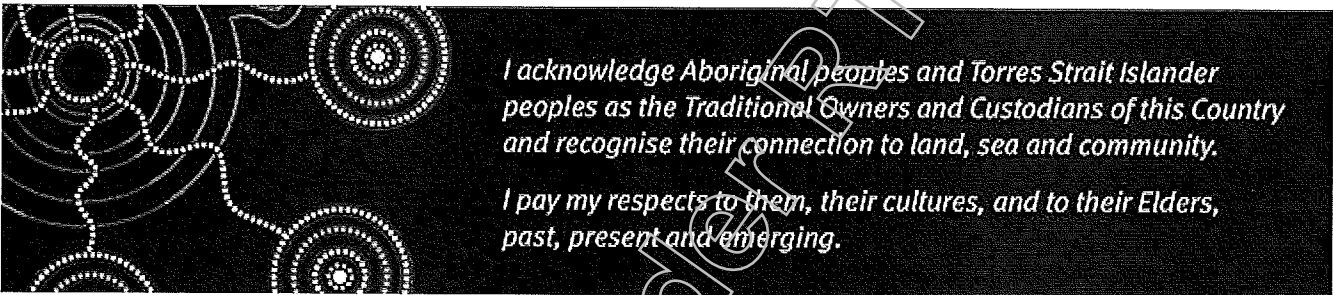
Lucas Clarke

From: Filly Morgan
Sent: Wednesday, 8 April 2020 5:27 PM
To: @ELT
Cc: Libby Gregoric; Jessica Barge
Subject: FW: 08/04/2020 COVID-19 workforce reporting data

Fyi.



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From: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Sent: Wednesday, 8 April 2020 3:53 PM
To: Filly Morgan <filly.morgan@premiers.qld.gov.au>; Libby Gregoric <libby.gregoric@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>
Cc: Stuart Gamble <stuart.gamble@premiers.qld.gov.au>; Samantha Mee <samantha.mee@premiers.qld.gov.au>; Bronte Kuusik <bronte.kuusik@premiers.qld.gov.au>
Subject: 08/04/2020 COVID-19 workforce reporting data

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **8 April 2020**. The daily DPC graph is included below.

Current figures reported to the PSC as follows:

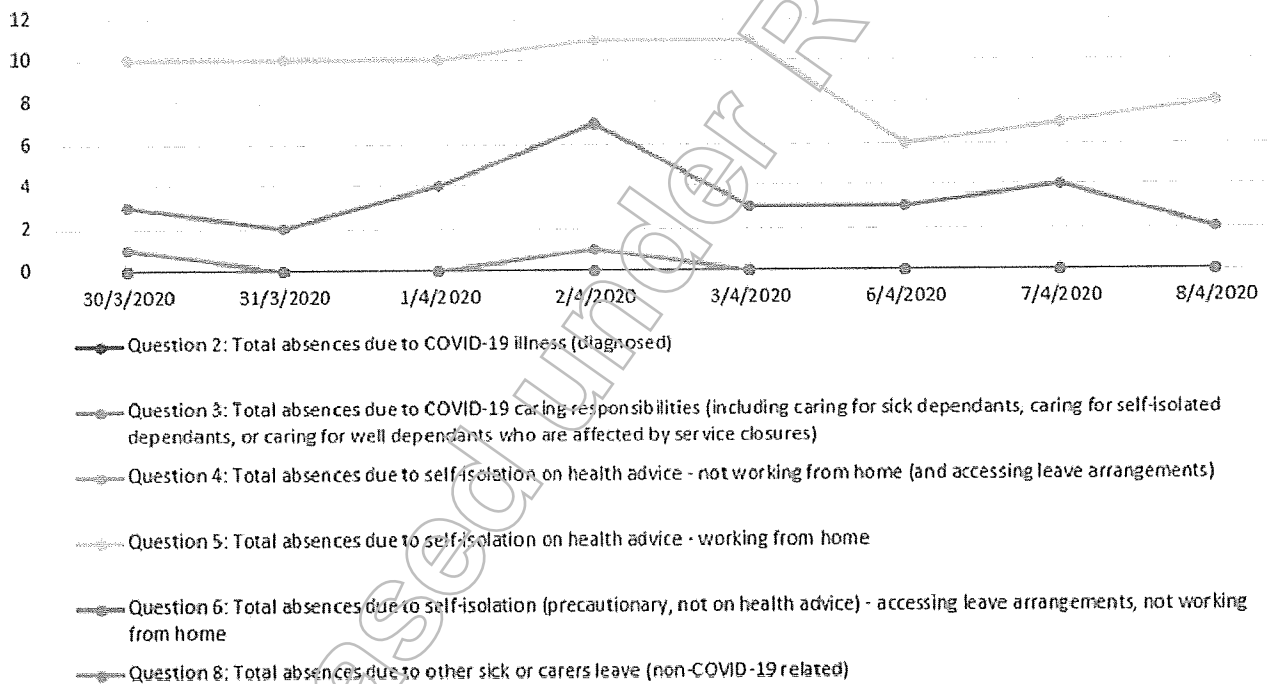
	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	0	0	0

Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	2	1	3
Total absences due to self-isolation on health advice - working from home	8	17	0	25
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	369	177	176	722

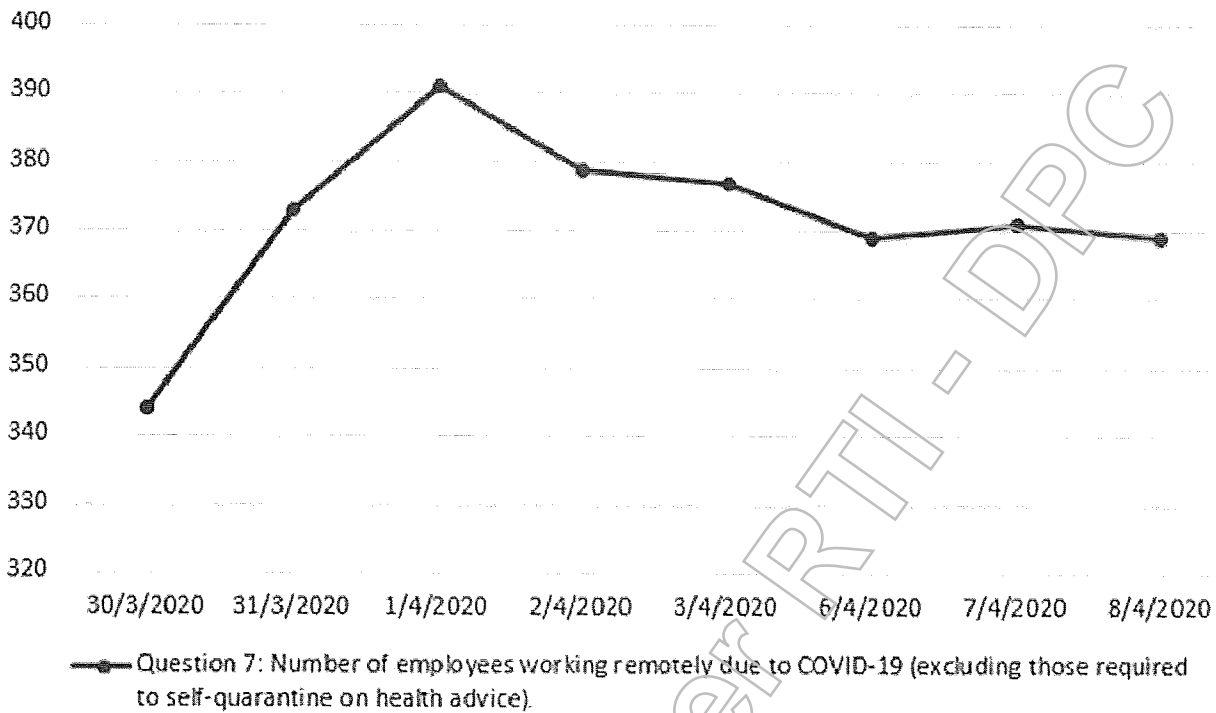
Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	2	N/A	2	4

30/03/2020-08/04/2020 DPC only summary (excluding TIQ & QAO)
Questions 2,3,4,5,6,8



Question 7: Number of DPC employees (excluding TIQ & QAO) working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).



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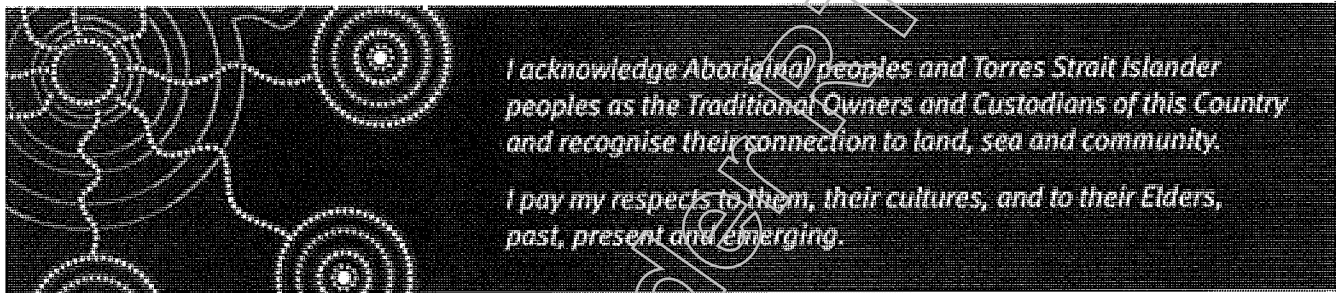
Lucas Clarke

From: Filly Morgan
Sent: Tuesday, 7 April 2020 4:31 PM
To: @ELT
Cc: Libby Gregoric; Jessica Barge
Subject: FW: 07/04/2020 COVID-19 workforce reporting data

Fyi.



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From: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Sent: Tuesday, 7 April 2020 4:09 PM
To: Filly Morgan <filly.morgan@premiers.qld.gov.au>; Libby Gregoric <libby.gregoric@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>
Cc: Bronte Kuusik <bronte.kuusik@premiers.qld.gov.au>; Samantha Mee <samantha.mee@premiers.qld.gov.au>
Subject: 07/04/2020 COVID-19 workforce reporting data

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **7 April 2020**. The daily DPC graph is included below.

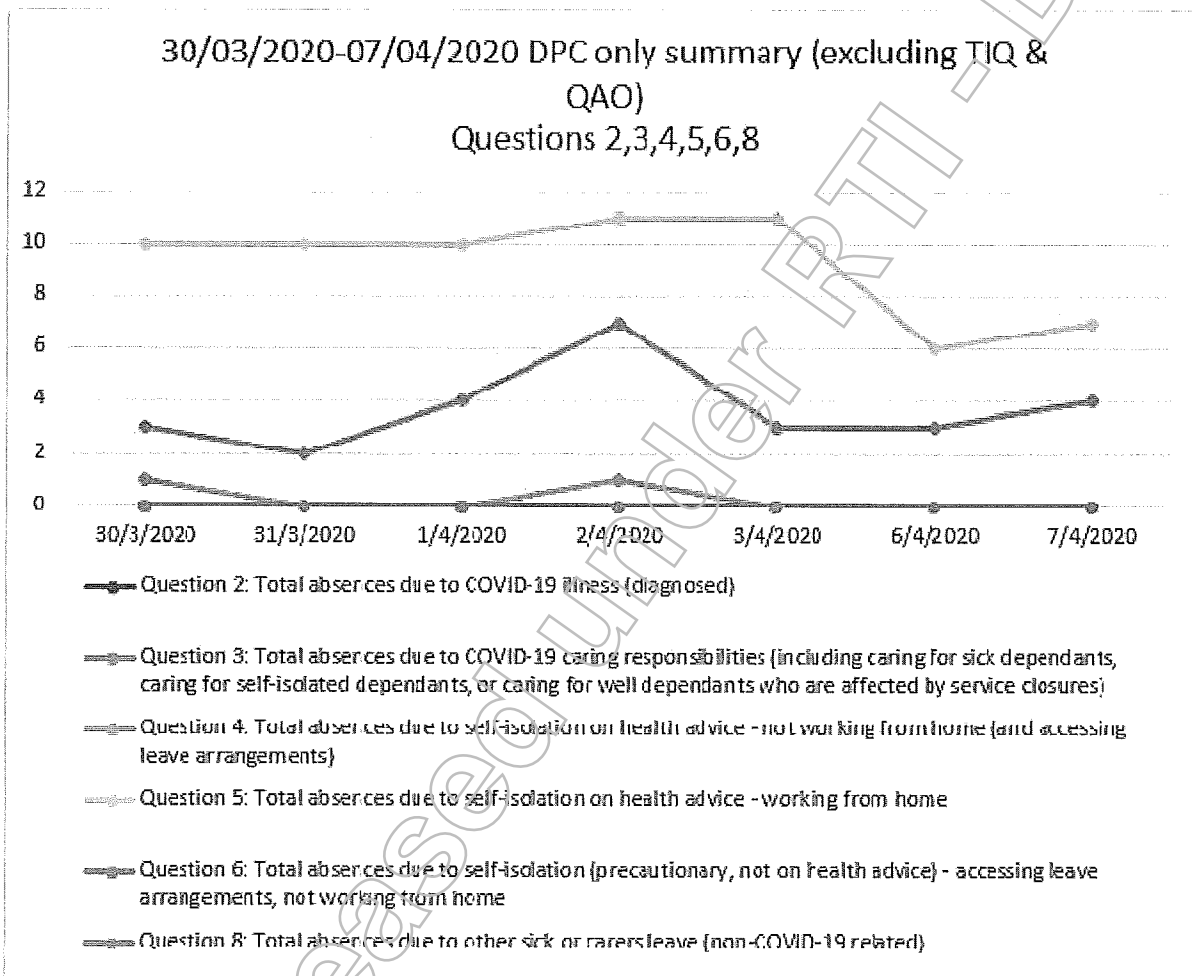
Current figures reported to the PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	1	0	1
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	0	1	1

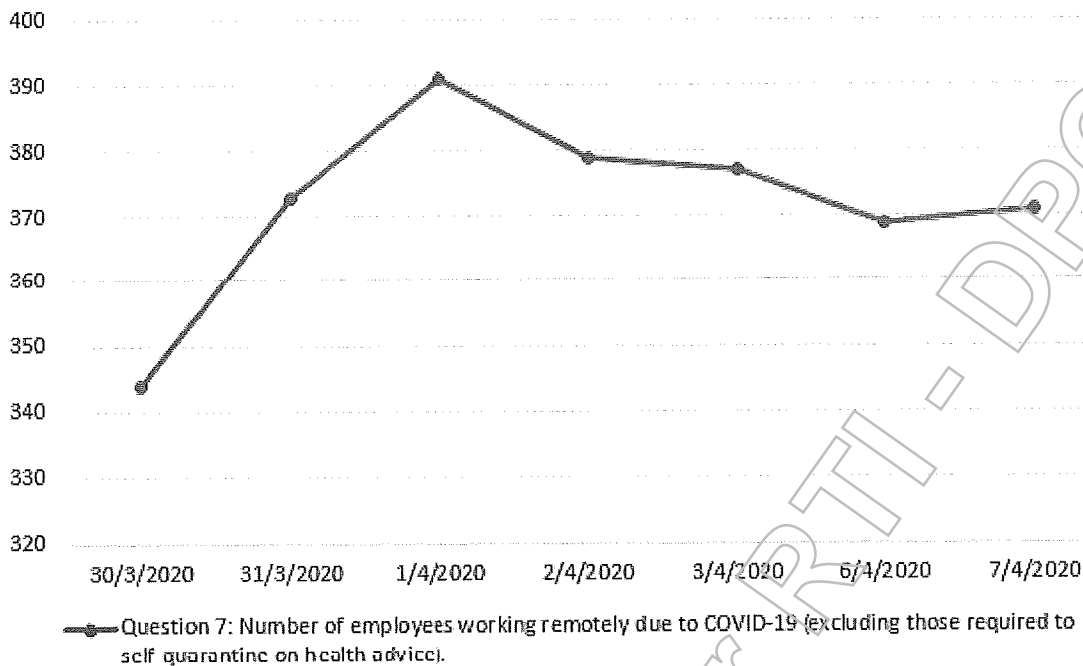
Total absences due to self-isolation on health advice - working from home	7	17	0	24
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	371	182	175	728

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	4	N/A	2	6



Question 7: Number of DPC employees (excluding TIQ & QAO) working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).



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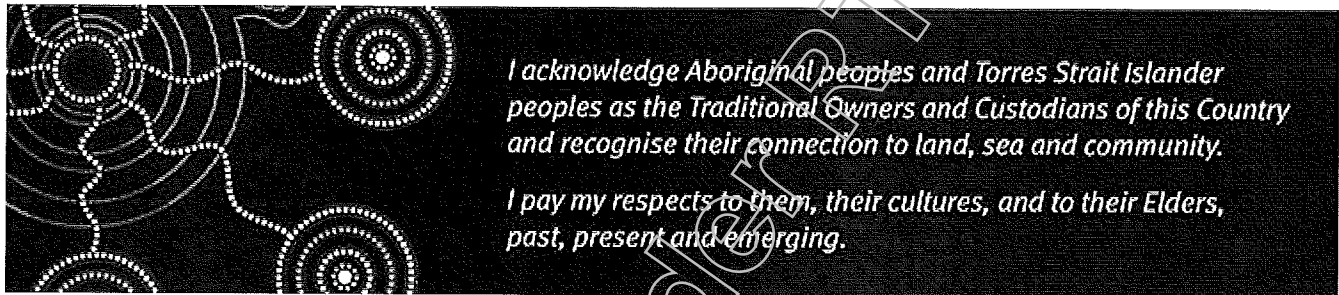
Lucas Clarke

From: Filly Morgan
Sent: Monday, 6 April 2020 1:51 PM
To: @ELT
Cc: Jessica Barge
Subject: FW: 06/04/2020 COVID-19 workforce reporting data

Fyi.



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From: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Sent: Monday, 6 April 2020 1:27 PM
To: Filly Morgan <filly.morgan@premiers.qld.gov.au>; Libby Gregoric <libby.gregoric@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>
Cc: Bronte Kuusik <bronte.kuusik@premiers.qld.gov.au>; Samantha Mee <samantha.mee@premiers.qld.gov.au>
Subject: 06/04/2020 COVID-19 workforce reporting data

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **6 April 2020**. The daily DPC graph is included below.

Please note QAO have not submitted their data yet.

Current figures as at 1pm as follows:

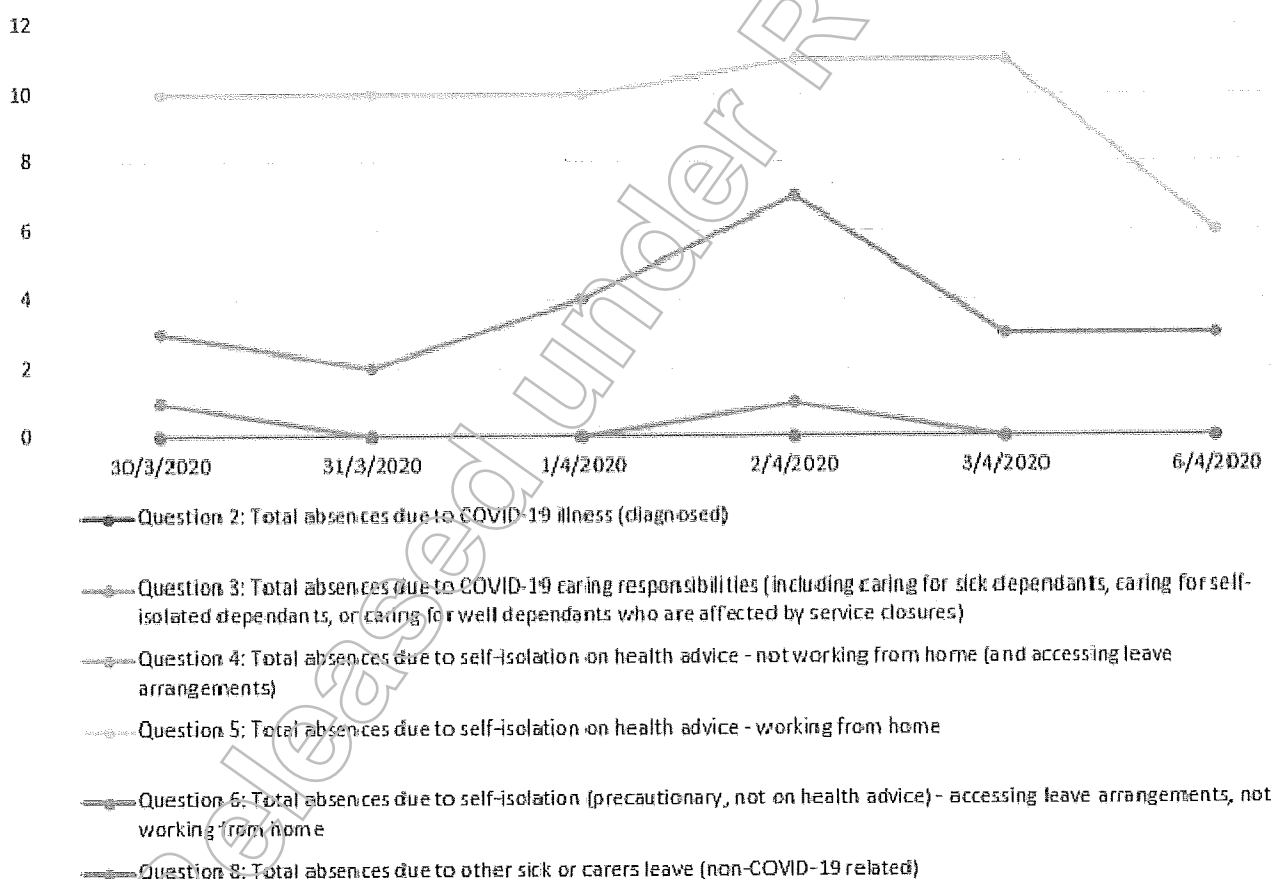
	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0		0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	0		0

Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	0	0
Total absences due to self-isolation on health advice - working from home	6	16	22
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	369	185	554

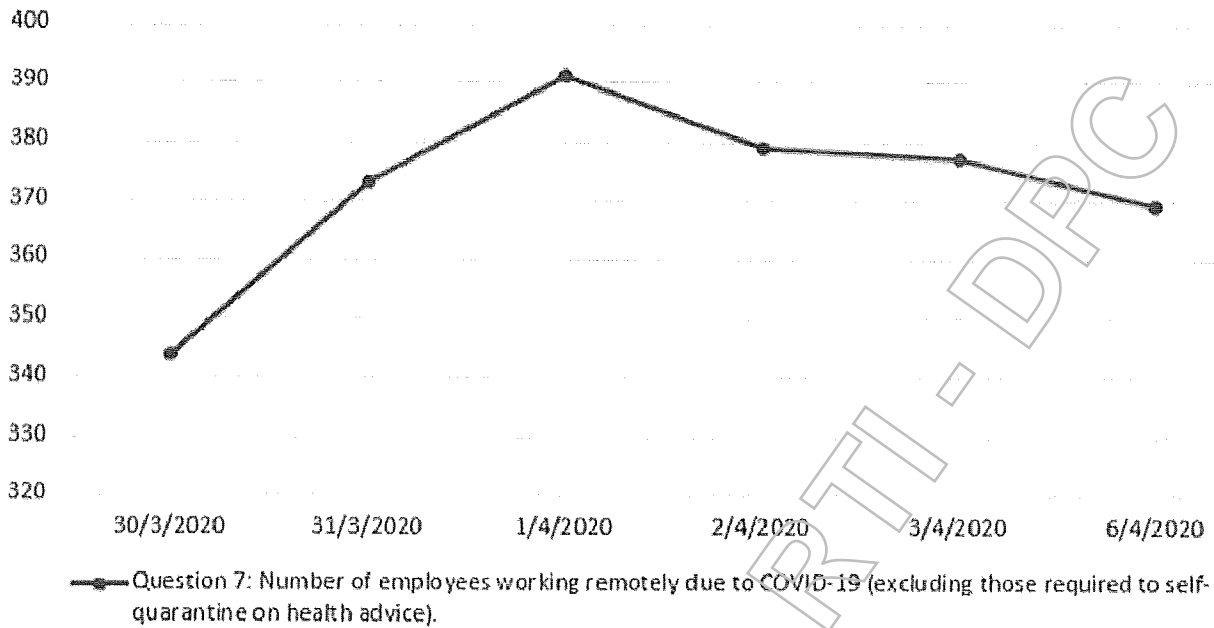
Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A		0
Total absences due to other sick or carers leave (non-COVID-19 related)	3	N/A		3

30/03/2020-06/04/2020 DPC only summary (excluding TIQ & QAO)
Questions 2,3,4,5,6,8



Question 7: Number of DPC employees (excluding TIQ & QAO) working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).



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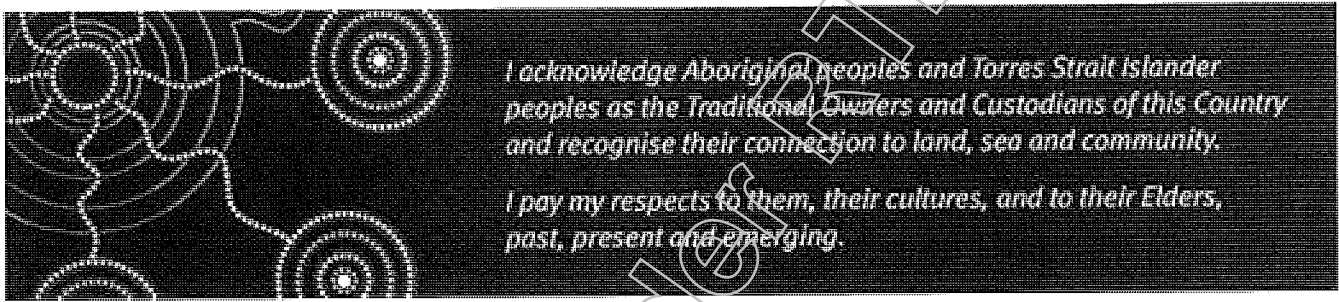
Lucas Clarke

From: Filly Morgan
Sent: Friday, 3 April 2020 2:20 PM
To: Claudia Sng
Subject: RE: 03/04/2020 COVID-19 workforce reporting data

Thanks Claudia.



Filly Morgan PSM
Deputy Director-General
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From: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Sent: Friday, 3 April 2020 2:05 PM
To: Filly Morgan <filly.morgan@premiers.qld.gov.au>; Libby Gregoric <libby.gregoric@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>
Cc: Bronte Kuusik <bronte.kuusik@premiers.qld.gov.au>; Samantha Mee <samantha.mee@premiers.qld.gov.au>
Subject: 03/04/2020 COVID-19 workforce reporting data

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **3 April 2020**. The daily DPC graph is included below.

Current figures reported to the PSC as follows:

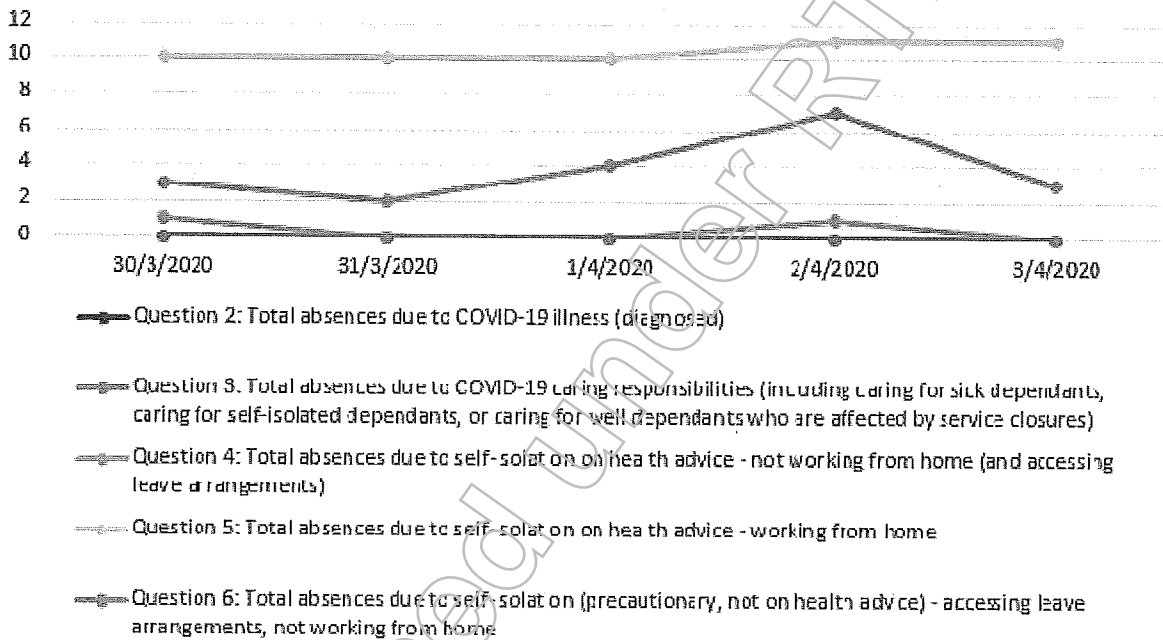
	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	0	0	0
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	1	2	3

Total absences due to self-isolation on health advice - working from home	11	19	3	33
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	377	179	183	739

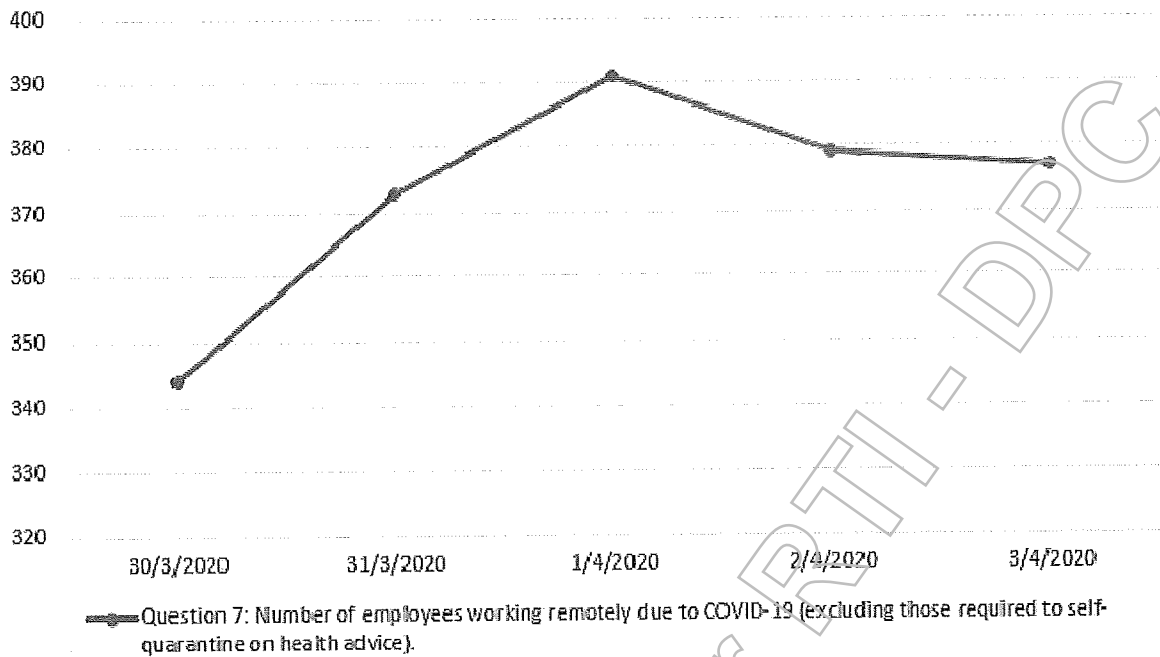
Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	3	N/A	2	5

30/03/2020 03/04/2020 DPC only summary (excluding TIQ & QAO)
Questions 2,3,4,5,6,8



Question 7: Number of DPC employees (excluding TIQ & QAO) working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).



Thanks, have a great weekend everyone.
Claudia



Queensland
Government

Claudia Sng

HR Consultant

Human Resource Services

Department of the Premier and Cabinet

P 07 3003 9034 E claudia.sng@premiers.qld.gov.au

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4000



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by White Ribbon



Lucas Clarke

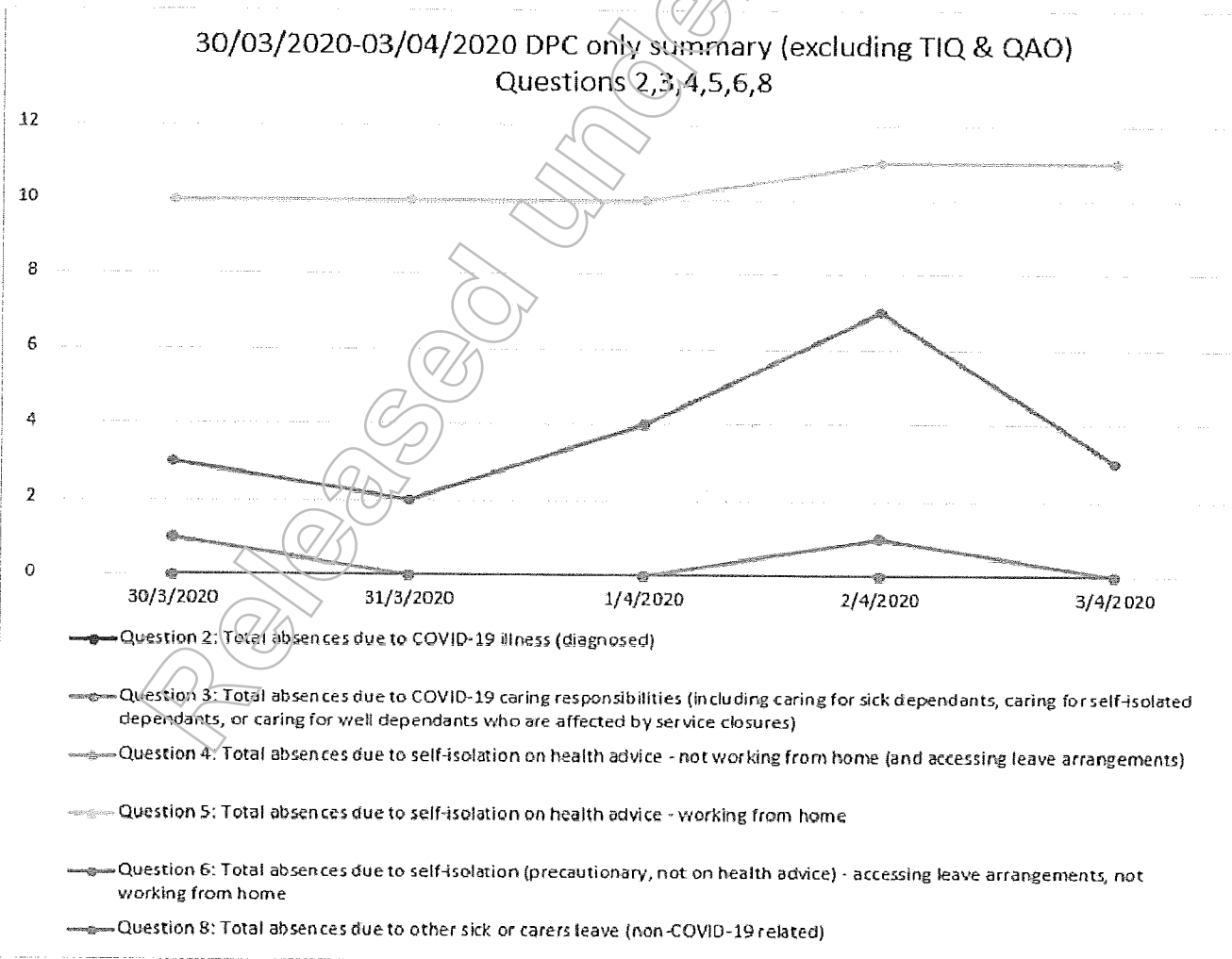
From: Libby Gregoric
Sent: Friday, 3 April 2020 2:15 PM
To: Claudia Sng
Cc: Filly Morgan
Subject: Re: 03/04/2020 COVID-19 workforce reporting data...

Thanks

Libby Gregoric
General Manager
Corporate Services Division
Department of the Premier and Cabinet
Phone: (07) 3003 9046 | Mobile: [REDACTED]

From: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Sent: Friday, April 3, 2020 2:10:39 PM
To: Libby Gregoric <libby.gregoric@premiers.qld.gov.au>
Subject: RE: 03/04/2020 COVID-19 workforce reporting data...

Sorry Libby! I didn't enlarge the graph enough. It is the total absences due to other sick or carers leave (non-COVID-19 related).





Claudia Sng
 HR Consultant
Human Resource Services
 Department of the Premier and Cabinet
 P 07 3003 9034 E claudia.sng@premiers.qld.gov.au
 Level 28, 1 William Street, Brisbane QLD 4000
 PO Box 15185, City East, QLD 4000



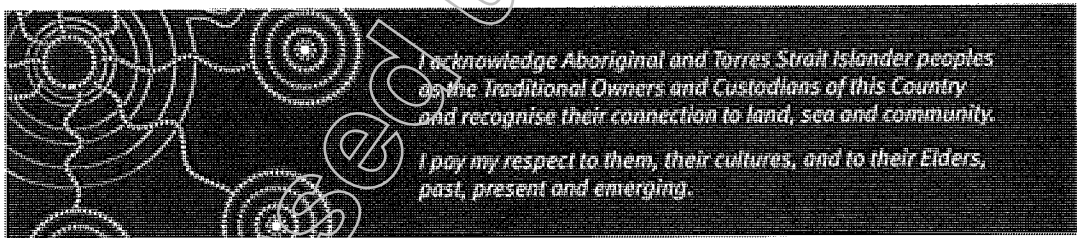
From: Libby Gregoric <libby.gregoric@premiers.qld.gov.au>
Sent: Friday, 3 April 2020 2:07 PM
To: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Subject: RE: 03/04/2020 COVID-19 workforce reporting data

Thanks Claudia
 Can you confirm what the green graph line is please?

Libby



Libby Gregoric
 General Manager
 Corporate Services
 Department of the Premier and Cabinet
 P 07 3003 9046 M [REDACTED]
 Level 28, 1 William Street, Brisbane QLD 4000
 PO Box 15185, City East, QLD 4002



From: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Sent: Friday, 3 April 2020 2:05 PM
To: Filly Morgan <filly.morgan@premiers.qld.gov.au>; Libby Gregoric <libby.gregoric@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>
Cc: Bronte Kuusik <bronte.kuusik@premiers.qld.gov.au>; Samantha Mee <samantha.mee@premiers.qld.gov.au>
Subject: 03/04/2020 COVID-19 workforce reporting data

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **3 April 2020**. The daily DPC graph is included below.

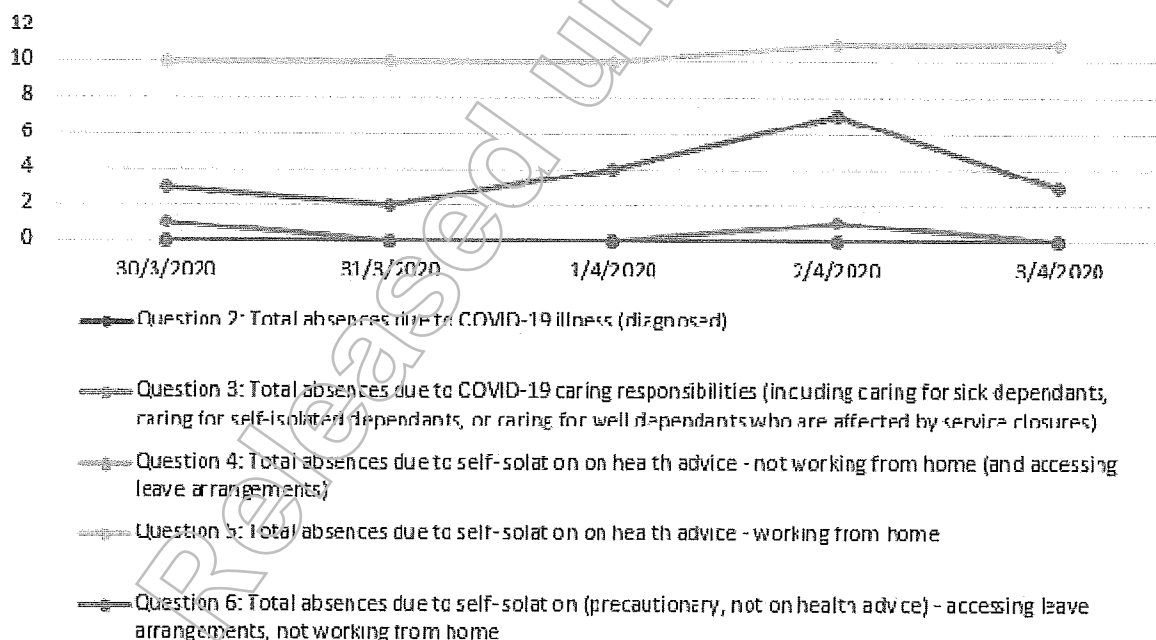
Current figures reported to the PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	0	0	0
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	1	2	3
Total absences due to self-isolation on health advice - working from home	11	19	3	33
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	377	179	183	739

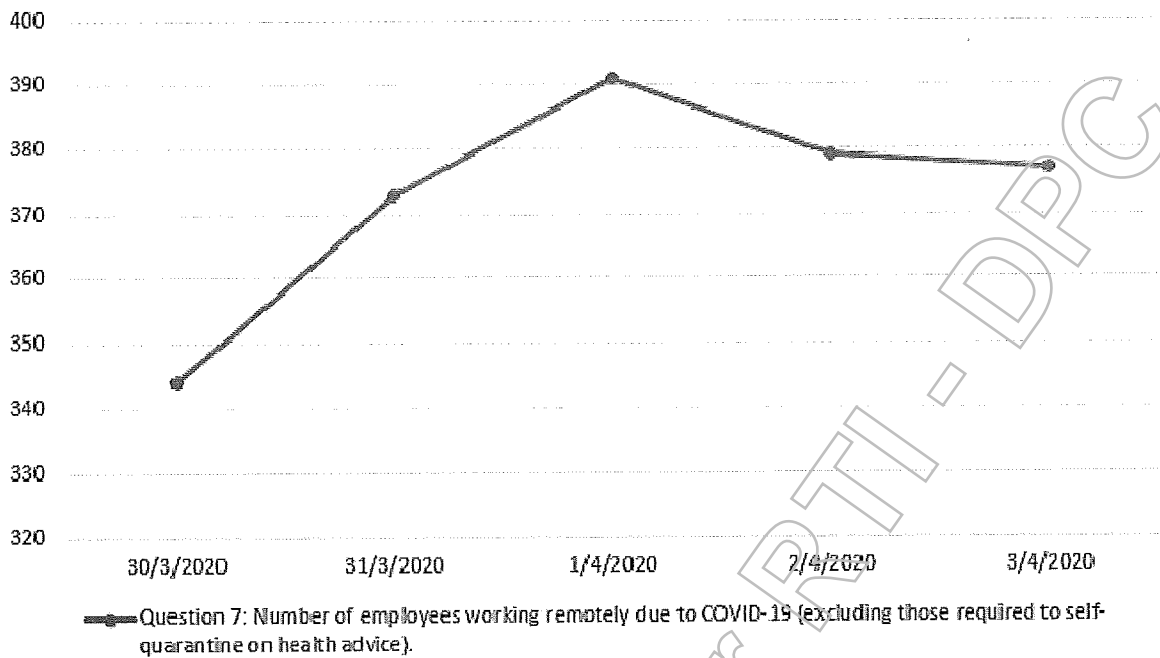
Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	3	N/A	2	5

30/03/2020-03/04/2020 DPC only summary (excluding TIQ & QAO)
Questions 2,3,4,5,6,8



Question 7: Number of DPC employees (excluding TIQ & QAO) working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).



Thanks, have a great weekend everyone.
Claudia



Claudia Sng
HR Consultant
Human Resource Services
Department of the Premier and Cabinet
P 07 3003 9034 E claudia.sng@premiers.qld.gov.au
Level 28, 1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4000



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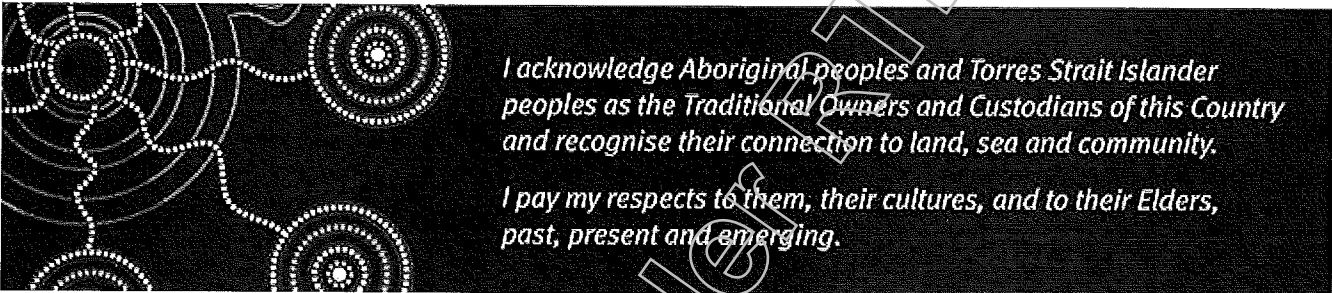
Lucas Clarke

From: Filly Morgan
Sent: Thursday, 2 April 2020 4:04 PM
To: Libby Gregoric
Subject: RE: 02/04/2020 COVID-19 workforce reporting data

Please discuss the graph.



Filly Morgan PSM
Deputy Director-General
Corporate and Government Services
Department of the Premier and Cabinet
P 07 3003 9224 M [REDACTED]
Level 28, 1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002



From: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Sent: Thursday, 2 April 2020 4:00 PM
To: Filly Morgan <filly.morgan@premiers.qld.gov.au>; Libby Gregoric <libby.gregoric@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>
Cc: Bronte Kuusik <bronte.kuusik@premiers.qld.gov.au>; Samantha Mee <samantha.mee@premiers.qld.gov.au>
Subject: 02/04/2020 COVID-19 workforce reporting data

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **2 April 2020**. The daily graph is included below.

Current figures reported to the PSC as follows:

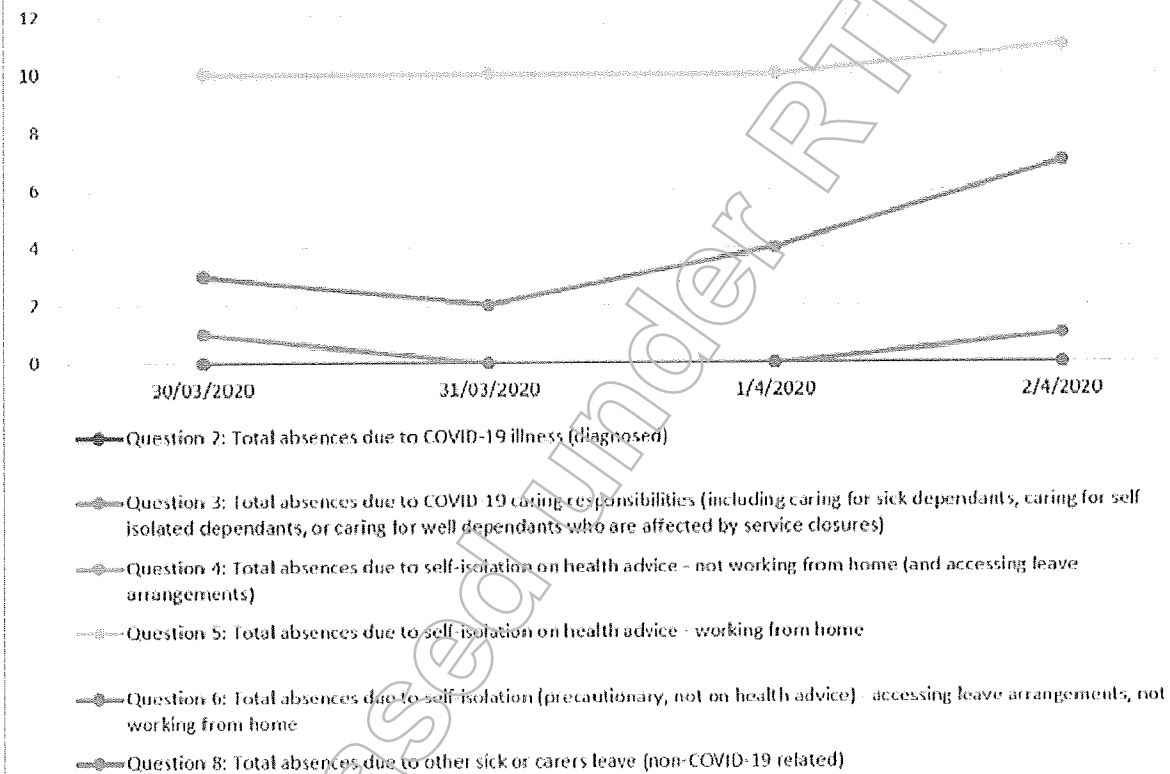
	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	1	0	0	1
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	1	2	3

Total absences due to self-isolation on health advice - working from home	10	18	3	32
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	379	180	189	748

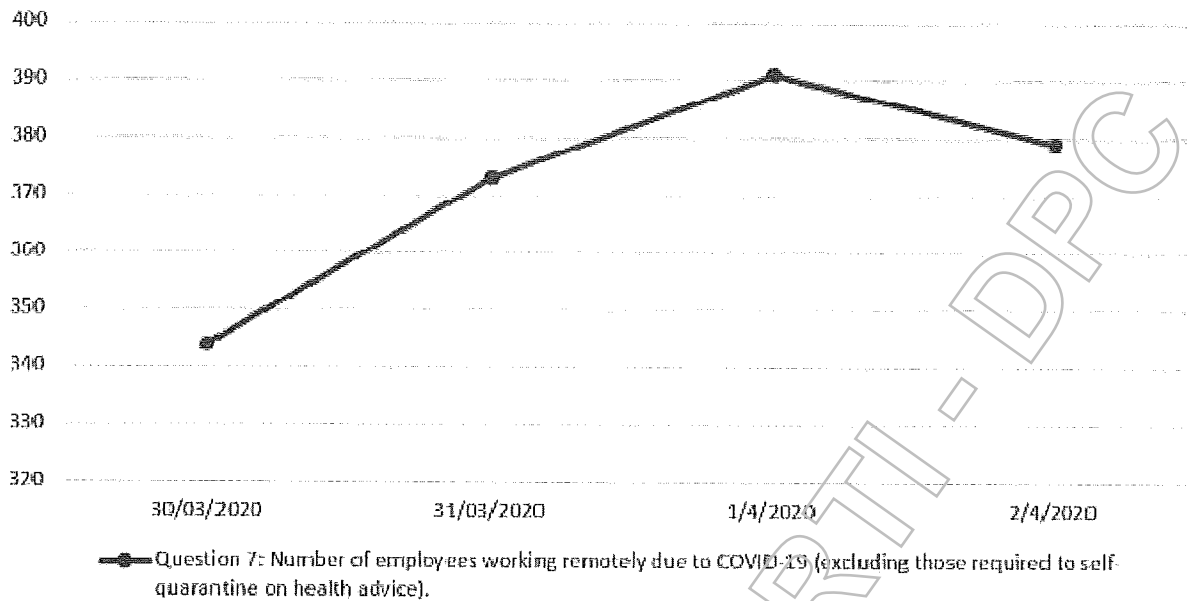
Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	7	N/A	2	9

30/03/2020 - 02/04/2020 DPC only summary (excluding TIQ & QAO)
Questions 2,3,4,5,6,8



Question 7: Number of DPC employees (excluding TIQ & QAO) working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).



Claudia Sng
 HR Consultant
Human Resource Services
 Department of the Premier and Cabinet
 P 07 3003 9034 E claudia.sng@premiers.qld.gov.au
 Level 28, 1 William Street, Brisbane QLD 4000
 PO Box 15185, City East, QLD 4000



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Ribbon
Workplace**

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**White Ribbon
Australia**

Lucas Clarke

From: Claudia Sng
Sent: Wednesday, 1 April 2020 4:09 PM
To: Filly Morgan; Libby Gregoric; Jessica Barge; Elizabeth Buckby; Casey Watters
Cc: Bronte Kuusik; Samantha Mee
Subject: 01//04/2020 COVID-19 workforce reporting data...

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **1 April 2020**. Under the table I have included today's graphs, charting the numbers for this week and for **DPC data only**. Moving forward I will continue to add to this graph documenting each day.

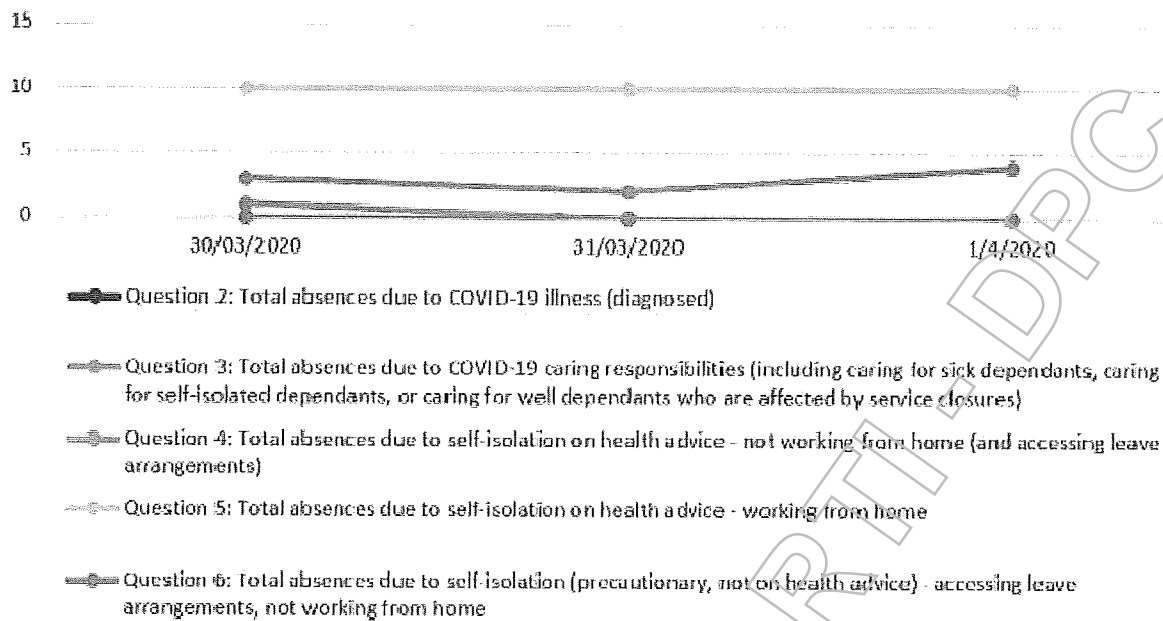
Current figures reported to the PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	0	0	0
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	0	2	2
Total absences due to self-isolation on health advice - working from home	10	19	3	32
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	391	181	165	737

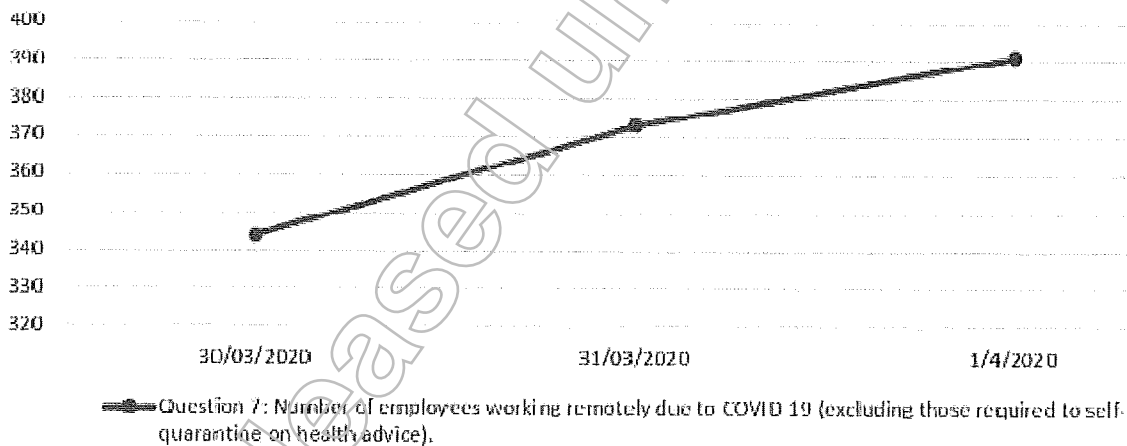
Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	4	N/A	5	9

30/03/2020 - 01/04/2020 DPC only Summary (excluding TIQ & QAO)
Questions 2, 3, 4, 5, 6, 8



Question 7: Total absences of DPC staff (excluding TIQ & QAO) due to self-isolation (precautionary, not on medical advice) - working from home



Queensland
Government

Claudia Sng

HR Consultant

Human Resource Services

Department of the Premier and Cabinet

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Released under RTI - DPC

Lucas Clarke

From: Libby Gregoric
Sent: Wednesday, 1 April 2020 11:53 AM
To: Filly Morgan
Subject: Re: 31//03/2020 COVID-19 workforce reporting data

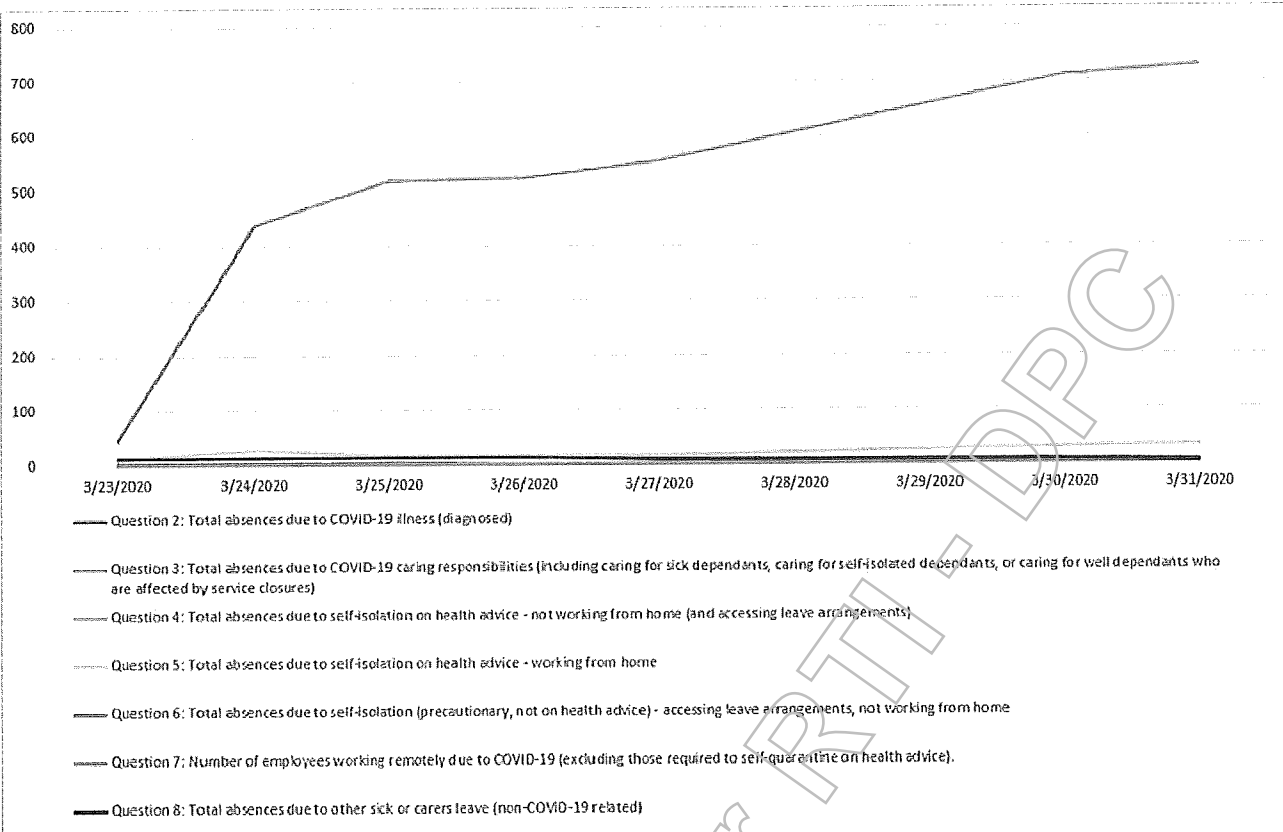
Don't use this graph today
We are going to separate TIQ and QAO out because you can't see clear trend. That will start tomorrow
L

Libby Gregoric
General Manager
Corporate Services Division
Department of the Premier and Cabinet
Phone: (07) 3003 9046 | Mobile: [REDACTED]

From: Libby Gregoric <libby.gregoric@premiers.qld.gov.au>
Sent: Wednesday, April 1, 2020 11:49:08 AM
To: Filly Morgan <filly.morgan@premiers.qld.gov.au>
Subject: Fwd: 31//03/2020 COVID-19 workforce reporting data

Libby Gregoric
General Manager
Corporate Services Division
Department of the Premier and Cabinet
Phone: (07) 3003 9046 | Mobile: [REDACTED]

From: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Sent: Wednesday, April 1, 2020 11:47:19 AM
To: Libby Gregoric <libby.gregoric@premiers.qld.gov.au>
Cc: Simon Carl <simon.carl@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Bronte Kuusik <bronte.kuusik@premiers.qld.gov.au>
Subject: RE: 31//03/2020 COVID-19 workforce reporting data



Hi Libby

This is the graph tacking onto last week's data including Monday 30/03/2020 and yesterday 31/03/2020.

I will provide today's data in the update at the end of the day as per usual.

Thanks
Claudia



Claudia Sng
HR Consultant
Human Resource Services
Department of the Premier and Cabinet
P 07 3003 9034 E claudia.sng@premiers.qld.gov.au
Level 28, 1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4000



From: Libby Gregoric <libby.gregoric@premiers.qld.gov.au>
Sent: Wednesday, 1 April 2020 11:25 AM
To: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Cc: Simon Carl <simon.carl@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>
Subject: Re: 31//03/2020 COVID-19 workforce reporting data

Good luck!

Libby Gregoric
General Manager
Corporate Services Division
Department of the Premier and Cabinet
Phone: (07) 3003 9046 | Mobile: [REDACTED]

From: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Sent: Wednesday, April 1, 2020 10:52:31 AM
To: Libby Gregoric <libby.gregoric@premiers.qld.gov.au>
Cc: Simon Carl <simon.carl@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>
Subject: RE: 31//03/2020 COVID-19 workforce reporting data

Hi Libby

I will follow up with each area to see if they can provide us their data ASAP.
However, on a normal day I would be lucky to receive each division's data by 3pm, so I'm not sure how we will go, but I will do my best.

Currently we do not have any data submitted except for Cabinet Services

Thanks
Claudia



Claudia Sng
HR Consultant
Human Resource Services
Department of the Premier and Cabinet
P 07 3003 9034 E claudia.sng@premiers.qld.gov.au
Level 28, 1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4000



From: Libby Gregoric <libby.gregoric@premiers.qld.gov.au>
Sent: Wednesday, 1 April 2020 10:15 AM
To: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Cc: Simon Carl <simon.carl@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>
Subject: Fwd: 31//03/2020 COVID-19 workforce reporting data

Thanks Claudia

Can we have this data as soon as it's available please? CGG is at 12 today so it would be great to have it by 11.30 if we can (understanding that we don't generate all the data)

Thanks

Libby

Libby Gregoric

General Manager
Corporate Services Division
Department of the Premier and Cabinet
Phone: (07) 3003 9046 | Mobile: [REDACTED]

From: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Sent: Wednesday, April 1, 2020 9:29:53 AM
To: Libby Gregoric <libby.gregoric@premiers.qld.gov.au>
Subject: RE: 31//03/2020 COVID-19 workforce reporting data

Hi Libby

Sorry I didn't get back to you yesterday, I had logged off at 4:30pm.

I will provide a graph daily going forward.

Thanks
Claudia



Claudia Sng
HR Consultant
Human Resource Services
Department of the Premier and Cabinet
P 07 3003 9034 E claudia.sng@premiers.qld.gov.au
Level 28, 1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4000

A black banner containing three logos. On the left is the 'White Ribbon Workplace' logo with three horizontal bars. In the center is the text 'Proudly accredited by White Ribbon'. On the right is the 'White Ribbon Australia' logo with a white ribbon icon.

From: Libby Gregoric <libby.gregoric@premiers.qld.gov.au>
Sent: Tuesday, 31 March 2020 4:46 PM
To: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Cc: Casey Watters <Casey.Watters@premiers.qld.gov.au>
Subject: RE: 31//03/2020 COVID-19 workforce reporting data

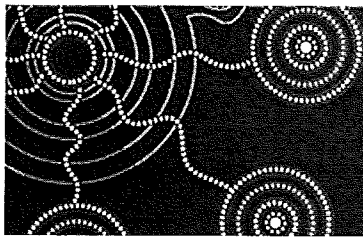
Thanks Claudia

Do we have the graph over time?

Libby



Libby Gregoric
General Manager
Corporate Services
Department of the Premier and Cabinet
P 07 3003 9046 M [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: Claudia Sng <claudia.sng@premiers.qld.gov.au>

Sent: Tuesday, 31 March 2020 4:07 PM

To: Filly Morgan <filly.morgan@premiers.qld.gov.au>; Libby Gregoric <libby.gregoric@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>

Cc: Bronte Kuusik <bronte.kuusik@premiers.qld.gov.au>; Samantha Mee <samantha.mee@premiers.qld.gov.au>

Subject: 31//03/2020 COVID-19 workforce reporting data

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **31 March 2020**.

Current figures reported to the PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	0	0	0
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	0	1	1
Total absences due to self-isolation on health advice - working from home	10	19	3	32
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	373	178	176	727

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	2	N/A	3	5

Kind regards
Claudia



Claudia Sng
HR Consultant
Human Resource Services
Department of the Premier and Cabinet
P 07 3003 9034 E claudia.sng@premiers.qld.gov.au
Level 28, 1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4000



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Released under RTI - DRG

Lucas Clarke

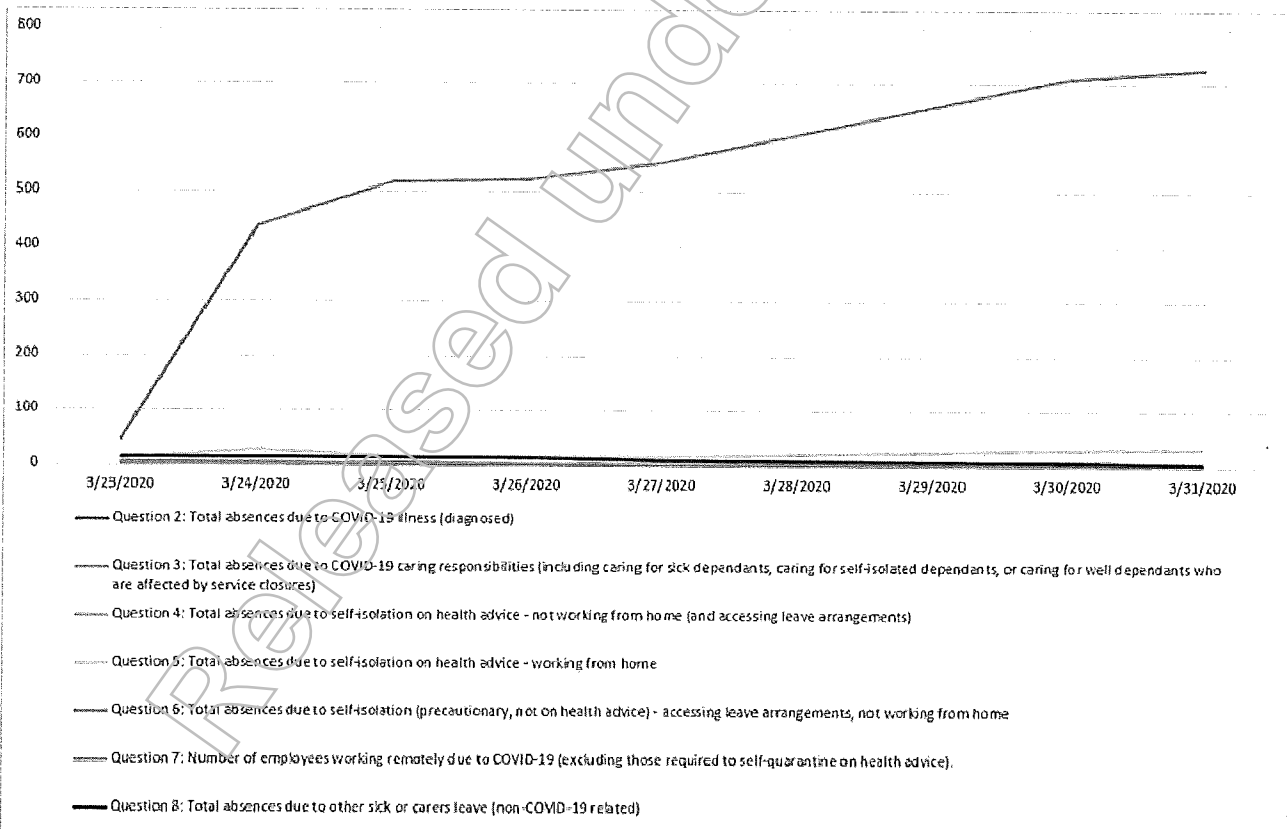
From: Jessica Barge
Sent: Wednesday, 1 April 2020 11:51 AM
To: Filly Morgan
Subject: FW: 31//03/2020 COVID-19 workforce reporting data

Workforce data for CGG



Jessica Barge
Strategic Advisor, Office of the Deputy Director-General
Corporate and Government Services
Department of the Premier and Cabinet
P 07 3003 9172 M [REDACTED]
Level 28, 1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

From: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Sent: Wednesday, 1 April 2020 11:47 AM
To: Libby Gregoric <libby.gregoric@premiers.qld.gov.au>
Cc: Simon Carl <simon.carl@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Bronte Kuusik <bronte.kuusik@premiers.qld.gov.au>
Subject: RE: 31//03/2020 COVID-19 workforce reporting data



Hi Libby

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I will provide today's data in the update at the end of the day as per usual.

Thanks
Claudia



Claudia Sng
HR Consultant
Human Resource Services
Department of the Premier and Cabinet
P 07 3003 9034 E claudia.sng@premiers.qld.gov.au
Level 28, 1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4000



From: Libby Gregoric <libby.gregoric@premiers.qld.gov.au>
Sent: Wednesday, 1 April 2020 11:25 AM
To: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Cc: Simon Carl <simon.carl@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>
Subject: Re: 31//03/2020 COVID-19 workforce reporting data

Good luck!

Libby Gregoric
General Manager
Corporate Services Division
Department of the Premier and Cabinet
Phone: (07) 3003 9046 | Mobile: [REDACTED]

From: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Sent: Wednesday, April 1, 2020 10:52:31 AM
To: Libby Gregoric <libby.gregoric@premiers.qld.gov.au>
Cc: Simon Carl <simon.carl@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>
Subject: RE: 31//03/2020 COVID-19 workforce reporting data

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Currently we do not have any data submitted except for Cabinet Services.

Thanks
Claudia



Queensland
Government

Claudia Sng

HR Consultant

Human Resource Services

Department of the Premier and Cabinet

P 07 3003 9034 E claudia.sng@premiers.qld.gov.au

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4000



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From: Libby Gregoric <libby.gregoric@premiers.qld.gov.au>

Sent: Wednesday, 1 April 2020 10:15 AM

To: Claudia Sng <claudia.sng@premiers.qld.gov.au>

Cc: Simon Carl <simon.carl@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>

Subject: Fwd: 31/03/2020 COVID-19 workforce reporting data

Thanks Claudia

Can we have this data as soon as it's available please? CGG is at 12 today so it would be great to have it by 11.30 if we can (understanding that we don't generate all the data)

Thanks

Libby

Libby Gregoric

General Manager

Corporate Services Division

Department of the Premier and Cabinet

Phone: (07) 3003 9046 | Mobile: [REDACTED]

From: Claudia Sng <claudia.sng@premiers.qld.gov.au>

Sent: Wednesday, April 1, 2020 9:29:53 AM

To: Libby Gregoric <libby.gregoric@premiers.qld.gov.au>

Subject: RE: 31/03/2020 COVID-19 workforce reporting data

Hi Libby

Sorry I didn't get back to you yesterday, I had logged off at 4:30pm.

I will provide a graph daily going forward.

Thanks

Claudia



Claudia Sng
HR Consultant
Human Resource Services
Department of the Premier and Cabinet
P 07 3003 9034 E claudia.sng@premiers.qld.gov.au
Level 28, 1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4000



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From: Libby Gregoric <libby.gregoric@premiers.qld.gov.au>
Sent: Tuesday, 31 March 2020 4:46 PM
To: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Cc: Casey Watters <Casey.Watters@premiers.qld.gov.au>
Subject: RE: 31//03/2020 COVID-19 workforce reporting data

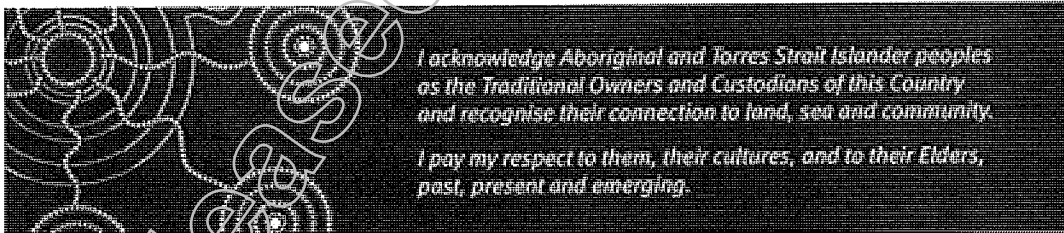
Thanks Claudia

Do we have the graph over time?

Libby



Libby Gregoric
General Manager
Corporate Services
Department of the Premier and Cabinet
P 07 3003 9046 M [REDACTED]
Level 28, 1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002



From: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Sent: Tuesday, 31 March 2020 4:07 PM
To: Filly Morgan <filly.morgan@premiers.qld.gov.au>; Libby Gregoric <libby.gregoric@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>
Cc: Bronte Kuusik <bronte.kuusik@premiers.qld.gov.au>; Samantha Mee <samantha.mee@premiers.qld.gov.au>
Subject: 31//03/2020 COVID-19 workforce reporting data

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **31 March 2020**.

Current figures reported to the PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	0	0	0	0
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	0	1	1
Total absences due to self-isolation on health advice - working from home	10	19	3	32
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	373	178	176	727

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	2	N/A	3	5

Kind regards
Claudia



Queensland
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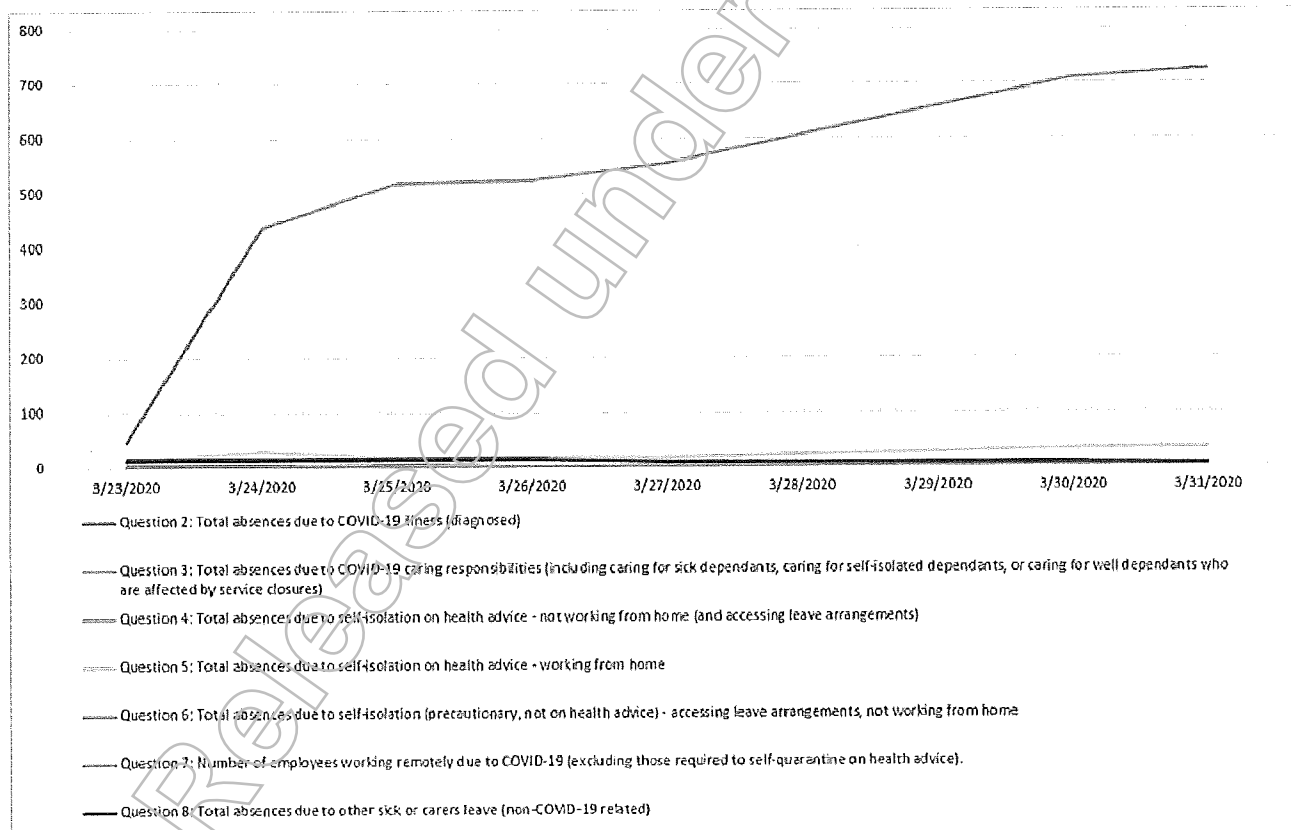
**White Ribbon
Australia**

Lucas Clarke

From: Libby Gregoric
Sent: Wednesday, 1 April 2020 11:49 AM
To: Filly Morgan
Subject: Fwd: 31//03/2020 COVID-19 workforce reporting data

Libby Gregoric
General Manager
Corporate Services Division
Department of the Premier and Cabinet
Phone: (07) 3003 9046 | Mobile: [REDACTED]

From: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Sent: Wednesday, April 1, 2020 11:47:19 AM
To: Libby Gregoric <libby.gregoric@premiers.qld.gov.au>
Cc: Simon Carl <simon.carl@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Bronte Kuusik <bronte.kuusik@premiers.qld.gov.au>
Subject: RE: 31//03/2020 COVID-19 workforce reporting data



Hi Libby

This is the graph tacking onto last week's data including Monday 30/03/2020 and yesterday 31/03/2020.

I will provide today's data in the update at the end of the day as per usual.

Thanks

Claudia



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Claudia Sng

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PO Box 15185, City East, QLD 4000



From: Libby Gregoric <libby.gregoric@premiers.qld.gov.au>

Sent: Wednesday, 1 April 2020 11:25 AM

To: Claudia Sng <claudia.sng@premiers.qld.gov.au>

Cc: Simon Carl <simon.carl@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>

Subject: Re: 31//03/2020 COVID-19 workforce reporting data

Good luck!

Libby Gregoric

General Manager

Corporate Services Division

Department of the Premier and Cabinet

Phone: (07) 3003 9046 | Mobile: [REDACTED]

From: Claudia Sng <claudia.sng@premiers.qld.gov.au>

Sent: Wednesday, April 1, 2020 10:52:31 AM

To: Libby Gregoric <libby.gregoric@premiers.qld.gov.au>

Cc: Simon Carl <simon.carl@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>

Subject: RE: 31//03/2020 COVID-19 workforce reporting data

Hi Libby

I will follow up with each area to see if they can provide us their data ASAP.

However, on a normal day I would be lucky to receive each division's data by 3pm, so I'm not sure how we will go, but I will do my best.

Currently we do not have any data submitted except for Cabinet Services.

Thanks

Claudia



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Claudia Sng

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From: Libby Gregoric <libby.gregoric@premiers.qld.gov.au>
Sent: Wednesday, 1 April 2020 10:15 AM
To: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Cc: Simon Carl <simon.carl@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>
Subject: Fwd: 31//03/2020 COVID-19 workforce reporting data

Thanks Claudia

Can we have this data as soon as it's available please? CGG is at 12 today so it would be great to have it by 11.30 if we can (understanding that we don't generate all the data)

Thanks

Libby

Libby Gregoric
General Manager
Corporate Services Division
Department of the Premier and Cabinet
Phone: (07) 3003 9046 | Mobile: [REDACTED]

From: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Sent: Wednesday, April 1, 2020 9:29:53 AM
To: Libby Gregoric <libby.gregoric@premiers.qld.gov.au>
Subject: RE: 31//03/2020 COVID-19 workforce reporting data

Hi Libby

Sorry I didn't get back to you yesterday, I had logged off at 4:30pm.

I will provide a graph daily going forward.

Thanks
Claudia



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Sent: Tuesday, 31 March 2020 4:46 PM
To: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Cc: Casey Watters <Casey.Watters@premiers.qld.gov.au>
Subject: RE: 31//03/2020 COVID-19 workforce reporting data

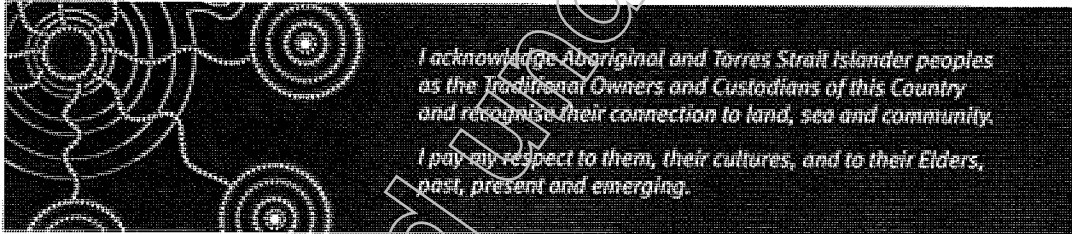
Thanks Claudia

Do we have the graph over time?

Libby



Libby Gregoric
 General Manager
 Corporate Services
 Department of the Premier and Cabinet
 P 07 3003 9046 M [REDACTED]
 Level 28, 1 William Street, Brisbane QLD 4000
 PO Box 15185, City East, QLD 4002



From: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Sent: Tuesday, 31 March 2020 4:07 PM
To: Filly Morgan <filly.morgan@premiers.qld.gov.au>; Libby Gregoric <libby.gregoric@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>
Cc: Bronte Kuusik <bronte.kuusik@premiers.qld.gov.au>; Samantha Mee <samantha.mee@premiers.qld.gov.au>
Subject: 31//03/2020 COVID-19 workforce reporting data

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **31 March 2020**.

Current figures reported to the PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick)	0	0	0	0

dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)				
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	0	1	1
Total absences due to self-isolation on health advice - working from home	10	19	3	32
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	373	178	176	727

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	2	N/A	3	5

Kind regards
Claudia



Claudia Sng
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PO Box 15185, City East, QLD 4000



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Lucas Clarke

From: Filly Morgan
Sent: Wednesday, 1 April 2020 9:49 AM
To: Kate Hastings
Subject: FW: COVID-19 Update as at 1000hrs Wednesday, 01 April 2020
Attachments: COVID-19 Agencies Update 15 @ 01_04_2020 @ 1000 hrs.pdf

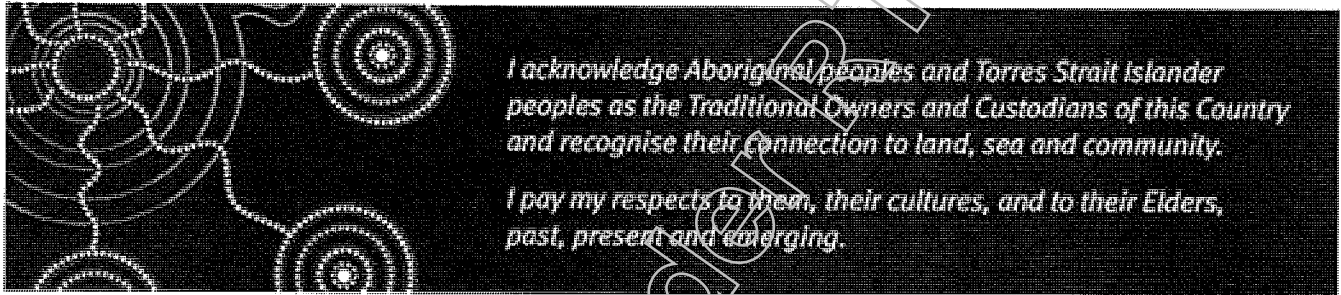


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Government**

Filly Morgan PSM

Deputy Director-General
Corporate and Government Services
Department of the Premier and Cabinet

P 07 3003 9224 M [REDACTED]
Level 28, 1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002



From: NGComms <sdccqfes@id.ngcomms.net> **On Behalf Of** State Disaster Coordination Centre
Sent: Wednesday, 1 April 2020 9:47 AM
To: Filly Morgan <filly.morgan@premiers.qld.gov.au>
Subject: COVID-19 Update as at 1000hrs Wednesday, 01 April 2020

Dear Ms Filly Morgan,

Please find attached the COVID-19 Update as at 1000hrs Wednesday, 01 April 2020.

State Disaster Coordination Centre | Operations Capability
Level 3, DMC, Queensland Emergency Operations Centre, Kedron
GPO Box 1425 Brisbane QLD 4001
P: 07 3635 2387 | M: [REDACTED]
F: 07 3357 4682 | E: sdcc@qfes.qld.gov.au

COVID-19 Agencies Update

Event COVID-19

Update No. 15

Report ID R16634522

Report Date 01/04/2020 at 1000hrs

s.73 Not Relevant

Released under RTI - DPC



Pages 261 through 270 redacted for the following reasons:

s.73 Not Relevant

Released under RTI - DPC

COVID-19 Agencies Update 15 as at 1000hrs on 01/04/2020

Queensland Public Service Commission

Submitted By

Patricia Galliford

Date / Time

31/03/2020 20:26hrs

Impacts

- As at 5pm, 31 March 2020, across **35** Queensland public service agencies and representing a total of 141,157 employees:
- **29** positive COVID-19 cases.
- **1032** employees unable to work due to COVID-19 related caring responsibilities.
- **1,817** employees required to self-quarantine (on health advice) due to COVID-19 and not working remotely.
- **1,688** employees required to self-quarantine (on health advice) due to COVID-19 and working remotely.
- **2,878** public service employees are currently unable to work due to COVID-19
-

Key Activities

- Number on deployment today: **57**
- Total number mobilised: **70**
- Ready for mobilisation from today: **28**
- Current demand: **314** (down from 415)
- Available supply (identified and skills specified): **1718** (up from 1700)
- Key skillsets demanded - QPS - data entry, Health – contact tracers, digital/ICT, enforcement, call centre, disaster/emergency management reporting and support

s.73 Not Relevant

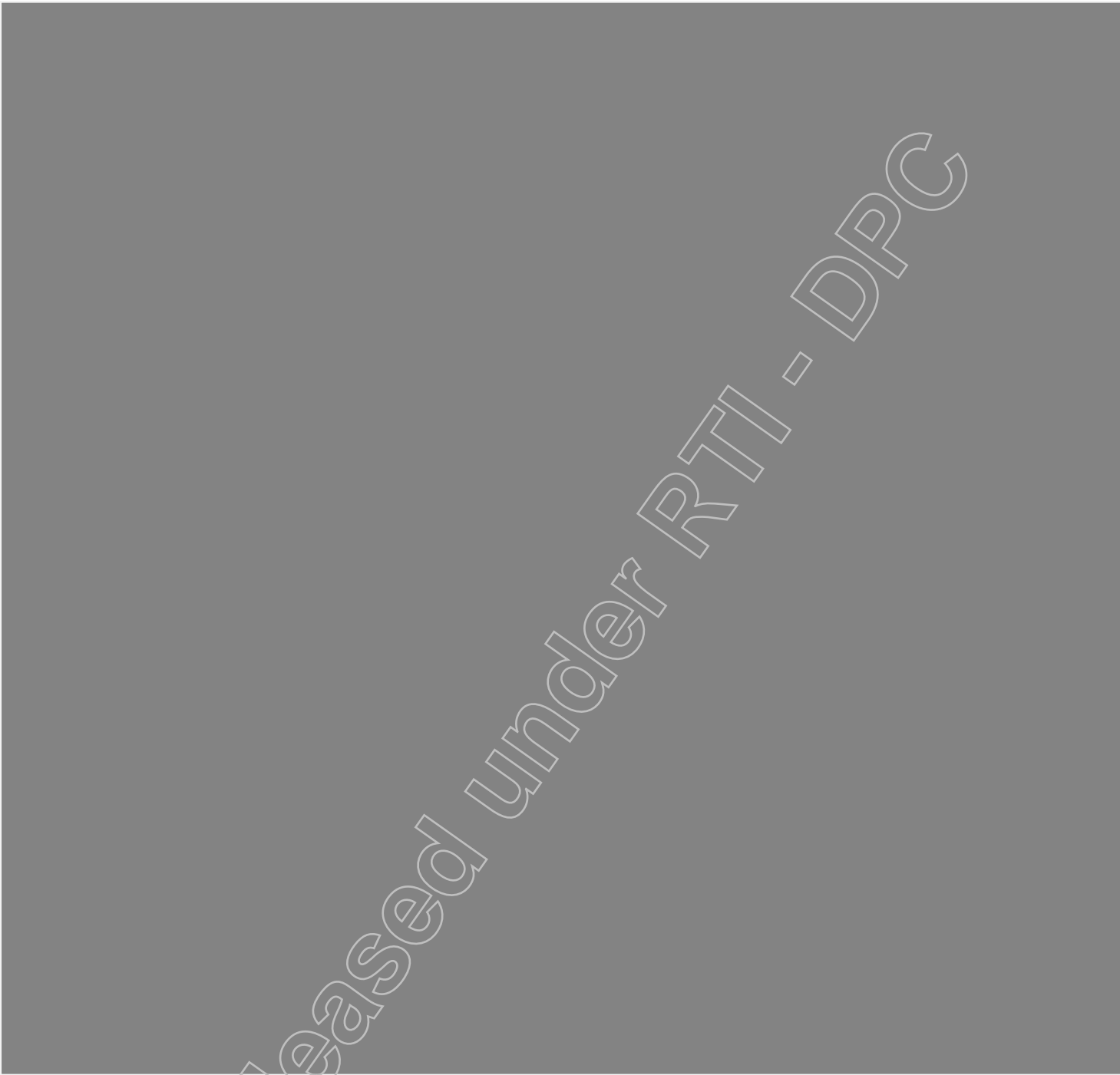
Released under RTI - DPC



Pages 272 through 274 redacted for the following reasons:

s.73 Not Relevant

Released under RTI - DPC



Released under RTI - DPC

Approval

Prepared Lesley Phinn

Approved Doug May

Next Report The next COVID-19 Agencies Update will be issued 02/04/2020 at 1000hrs.



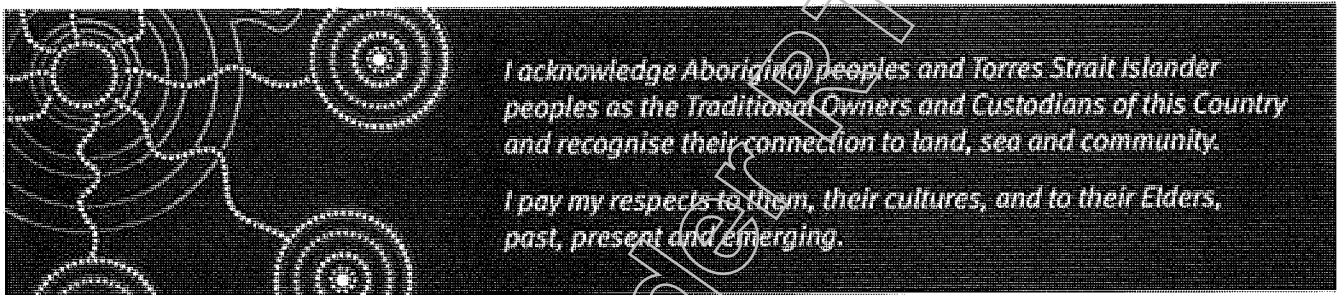
Lucas Clarke

From: Filly Morgan
Sent: Tuesday, 31 March 2020 4:59 PM
To: @ELT
Cc: Jessica Barge
Subject: FW: 31//03/2020 COVID-19 workforce reporting data

Fyi.



Filly Morgan PSM
Deputy Director-General
Corporate and Government Services
Department of the Premier and Cabinet
P 07 3003 9224 M [REDACTED]
Level 28, 1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002



From: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Sent: Tuesday, 31 March 2020 4:07 PM
To: Filly Morgan <filly.morgan@premiers.qld.gov.au>; Libby Gregoric <libby.gregoric@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>
Cc: Bronte Kuusik <bronte.kuusik@premiers.qld.gov.au>; Samantha Mee <samantha.mee@premiers.qld.gov.au>
Subject: 31//03/2020 COVID-19 workforce reporting data

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **31 March 2020**.

Current figures reported to the PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for welfare recipients who are affected by service closures)	0	0	0	0
Total absences due to self-isolation or health advice - not working from home (and accessing leave arrangements)	0	0	1	1

Total absences due to self-isolation on health advice - working from home	10	19	3	32
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	373	178	176	727

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	2	N/A	3	5

Kind regards
Claudia



Claudia Sng

HR Consultant

Human Resource Services

Department of the Premier and Cabinet

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Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4000

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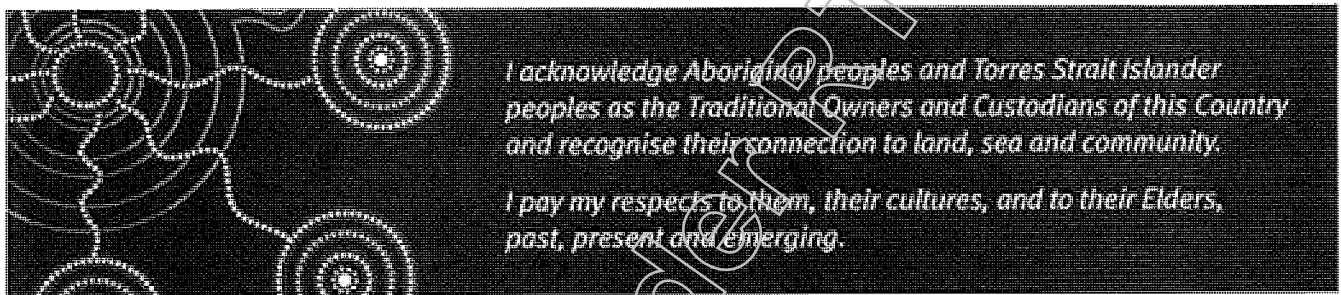
Lucas Clarke

From: Filly Morgan
Sent: Tuesday, 31 March 2020 4:59 PM
To: @ELT
Cc: Jessica Barge
Subject: FW: 31//03/2020 COVID-19 workforce reporting data

Fyi.



Filly Morgan PSM
Deputy Director-General
Corporate and Government Services
Department of the Premier and Cabinet
P 07 3003 9224 M [REDACTED]
Level 28, 1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002



From: Claudia Sng <claudia.sng@premiers.qld.gov.au>
Sent: Tuesday, 31 March 2020 4:07 PM
To: Filly Morgan <filly.morgan@premiers.qld.gov.au>; Libby Gregoric <libby.gregoric@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>
Cc: Bronte Kuusik <bronte.kuusik@premiers.qld.gov.au>; Samantha Mee <samantha.mee@premiers.qld.gov.au>
Subject: 31//03/2020 COVID-19 workforce reporting data

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **31 March 2020**.

Current figures reported to the PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by severe closures)	0	0	0	0
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	0	1	1

Total absences due to self-isolation on health advice - working from home	10	19	3	32
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	373	178	176	727

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	2	N/A	3	5

Kind regards
Claudia



Queensland
Government

Claudia Sng

HR Consultant

Human Resource Services

Department of the Premier and Cabinet

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PO Box 15185, City East, QLD 4000

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Released under RTI - DPC

Lucas Clarke

From: Claudia Sng
Sent: Monday, 30 March 2020 3:19 PM
To: Filly Morgan; Libby Gregoric; Jessica Barge; Elizabeth Buckby; Casey Watters
Cc: Bronte Kuusik; Samantha Mee
Subject: 30//03/2020 COVID-19 workforce reporting data

Good afternoon all

Please see below available COVID-19 workforce reporting data for today 30 March 2020.

Current figures reported to the PSC as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	1	0	0	1
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	0	0	1	1
Total absences due to self-isolation on health advice - working from home	10	18	3	31
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	344	181	185	710

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	3	N/A	3	6

Kind regards
Claudia



Claudia Sng
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PO Box 15185, City East, QLD 4000



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Lucas Clarke

From: Richard Watson (TIQ)
Sent: Sunday, 29 March 2020 2:08 PM
To: Filly Morgan; Julia Sheedy
Subject: TIQ - Working from Home

Julia and Filly

A quick note to advise that TIQ took similar action to DPC on Friday allowing Working from Home from Monday as well as key staff accessing 1W. I plan to operated from 1W should you need to reach me and will be on mobile.

Regards

Richard Watson
A/Chief Executive Officer
Trade and Investment Queensland

Telephone: +61 7 3514 3036
Mobile: [REDACTED]
Email: Richard.Watson@tiq.qld.gov.au

Level 10, 1 William Street
BRISBANE QLD 4000 Australia

Connect. Be Connected
tiq.qld.gov.au



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Lucas Clarke

From: Bronte Kuusik
Sent: Friday, 27 March 2020 5:20 PM
To: Claudia Sng; Filly Morgan; Libby Gregoric; Jessica Barge; Elizabeth Buckby; Casey Watters
Cc: Samantha Mee
Subject: RE: 27/03/2020 COVID-19 workforce reporting data as at 1pm

Hi all

Final wrap up as at COB today (and submitted to PSC)

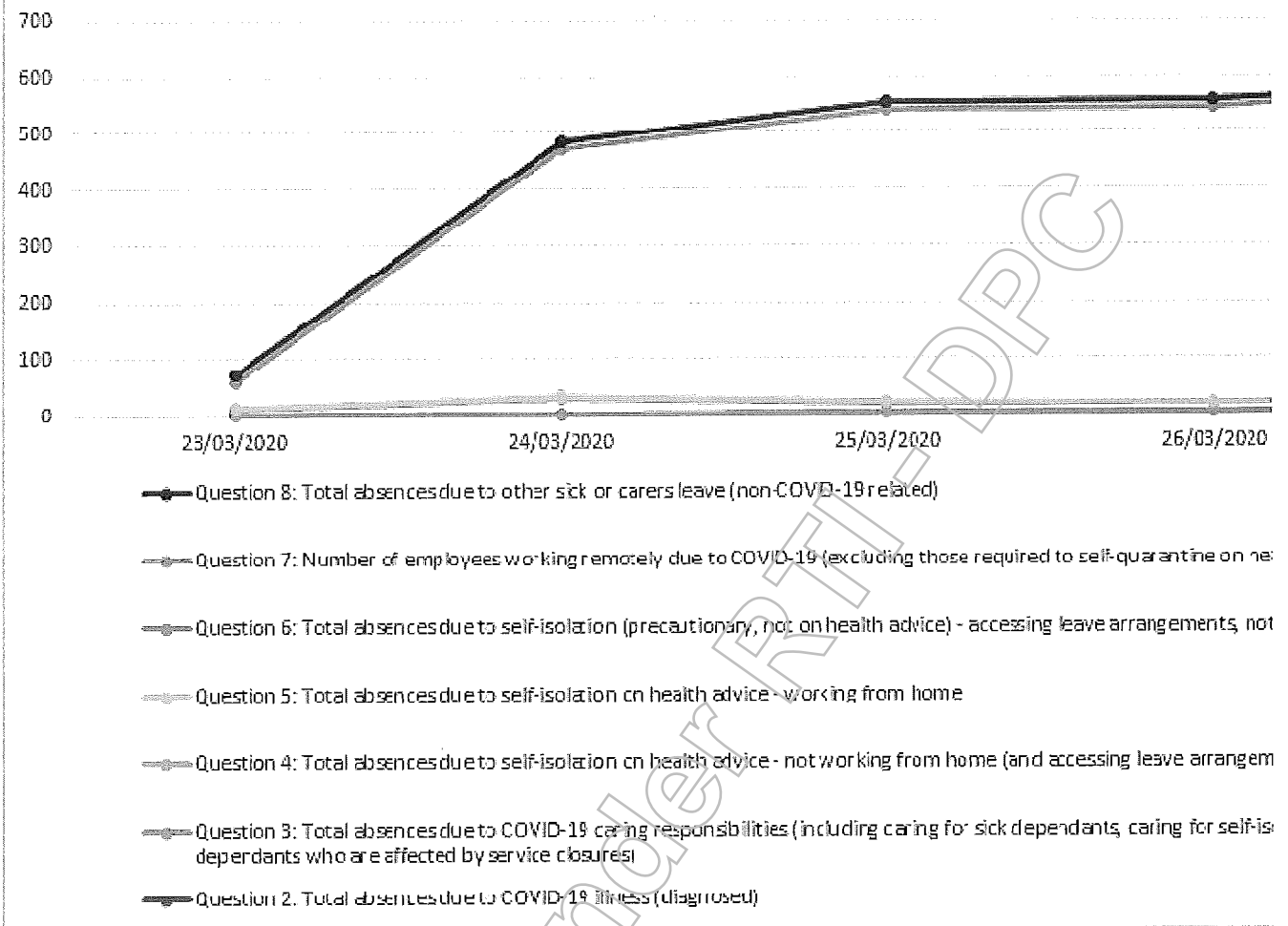
	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	1	0	0	1
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	1	0	1	2
Total absences due to self-isolation on health advice - working from home	9	4	4	17
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	220	153	182	555

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	8	N/A	2	10

Below is the weekly summary (sorry some of the lines are hard to read as the lines overlap)

DPC, OQPC, TIQ and QAO COVID-19 Weekly Summary - 23.3.20-2



Have a great weekend 😊

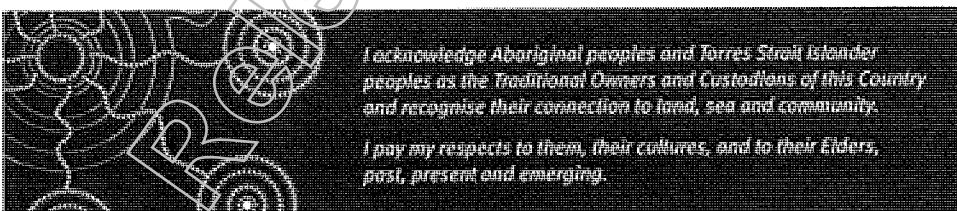
Bronte



Bronte Kuusik

Principal HR Consultant
Human Resource Services
 Department of the Premier and Cabinet

P 07 3003 9438 M [REDACTED] E: bronte.kuusik@premiers.qld.gov.au
 Level 28, 1 William Street, Brisbane QLD 4000
 PO Box 15185, City East, QLD 4002



From: Claudia Sng <claudia.sng@premiers.qld.gov.au>

Sent: Friday, 27 March 2020 1:16 PM

To: Filly Morgan <filly.morgan@premiers.qld.gov.au>; Libby Gregoric <libby.gregoric@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>

Cc: Bronte Kuusik <bronte.kuusik@premiers.qld.gov.au>; Samantha Mee <samantha.mee@premiers.qld.gov.au>
 Subject: 27/03/2020 COVID-19 workforce reporting data as at 1pm

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **27 March 2020 as at 1pm**. We are still waiting on data from ODG and Policy to complete today's report.

Current figures at 1pm as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	1	0	0	1
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	1	0	1	2
Total absences due to self-isolation on health advice - working from home	5	4	4	13
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	170	153	182	505

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	6	N/A	2	8

Kind regards
 Claudia



**Queensland
 Government**

Claudia Sng
 HR Consultant
Human Resource Services
 Department of the Premier and Cabinet
 P 07 3003 9034 E claudia.sng@premiers.qld.gov.au
 Level 28, 1 William Street, Brisbane QLD 4000
 PO Box 15185, City East, QLD 4000

 White Ribbon Workplace	Proudly accredited by White Ribbon	 White Ribbon Australia
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Lucas Clarke

From: Claudia Sng
Sent: Friday, 27 March 2020 1:16 PM
To: Filly Morgan; Libby Gregoric; Jessica Barge; Elizabeth Buckby; Casey Watters
Cc: Bronte Kuusik; Samantha Mee
Subject: 27/03/2020 COVID-19 workforce reporting data as at 1pm

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **27 March 2020** as at 1pm. We are still waiting on data from ODG and Policy to complete today's report.

Current figures at 1pm as follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	1	0	0	1
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	1	0	1	2
Total absences due to self-isolation on health advice - working from home	5	4	4	13
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	170	153	182	505

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	6	N/A	2	8

Kind regards
Claudia



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Released under RTI - DPC

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Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	1	0	0	1
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	1	0	1	2
Total absences due to self-isolation on health advice - working from home	5	4	4	13
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	170	153	182	505

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	6	N/A	2	8

Kind regards
Claudia



**Queensland
Government**

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PO Box 15185, City East, QLD 4000



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Released under RTI - DPC

Lucas Clarke

From: Claudia Sng
Sent: Friday, 27 March 2020 7:59 AM
To: Filly Morgan; Libby Gregoric; Jessica Barge; Elizabeth Buckby; Casey Watters
Cc: Bronte Kuusik; Samantha Mee
Subject: RE: 26/03/2020 COVID-19 workforce reporting data

Good morning all

Please see below available COVID-19 workforce reporting data for yesterday **Thursday 26 March 2020**. QAO's data has now been included.

Final figures as reported to the PSC follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	0	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	1	1	0	2
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	1	0	1	2
Total absences due to self-isolation on health advice - working from home	9	2	4	15
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	202	135	187	524

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	0	0
Total absences due to other sick or carers leave (non-COVID-19 related)	10	N/A	3	13



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PO Box 15185, City East, QLD 4000

From: Claudia Sng

Sent: Thursday, 26 March 2020 3:40 PM

To: Filly Morgan <filly.morgan@premiers.qld.gov.au>; Libby Gregoric <Libby.Gregoric@premiers.qld.gov.au>; Jessica Barge <Jessica.Barge@premiers.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Casey Watters <Casey.Watters@premiers.qld.gov.au>

Cc: Bronte Kuusik <Bronte.Kuusik@premiers.qld.gov.au>; Samantha Mee <samantha.mee@premiers.qld.gov.au>

Subject: 26/03/2020 COVID-19 workforce reporting data

Good afternoon all

Please see below available COVID-19 workforce reporting data for today **Thursday 26 March 2020. QAO have not submitted data.**

Current figures as reported to the PSC follows:

	DPC/OQPC	TIQ	QAO	Total
Total absences due to COVID-19 illness (diagnosed)	0	0	NIL	0
Total absences due to COVID-19 caring responsibilities (including caring for sick dependants, caring for self-isolated dependants, or caring for well dependants who are affected by service closures)	1	1	NIL	2
Total absences due to self-isolation on health advice - not working from home (and accessing leave arrangements)	1	0	NIL	1
Total absences due to self-isolation on health advice - working from home	9	2	NIL	11
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice).	202	135	NIL	337

Additional data:

	DPC/OQPC	TIQ	QAO	TOTAL
Total absences due to self-isolation (precautionary, not on health advice) - accessing leave arrangements, not working from home	0	N/A	NIL	0
Total absences due to other sick or carers leave (non-COVID-19 related)	10	N/A	NIL	10

Kind regards
Claudia



Claudia Sng
HR Consultant
Human Resource Services
Department of the Premier and Cabinet

P 07 3003 9034 E claudia.sng@premiers.qld.gov.au
Level 28, 1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4000



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Released under RTI - DRG

Lucas Clarke

From: Megan Barry
Sent: Friday, 13 March 2020 4:56 PM
To: ODDG BCP; Adam.stevenson@qfes.qld.gov.au; Arthur.O'Brien@csw.qld.gov.au; Barbara.Phillips@health.qld.gov.au; PARKER Brenda; Kurt Marsden (PSBAHR); Filly Morgan; Geoff Waite; james.koulouris@dcs.qld.gov.au; Jeff Hunt; matthew.nye@communities.qld.gov.au; Kathy.Parton@datsip.qld.gov.au; Michael McKee; michael.OLEARY@qed.qld.gov.au; rebecca.atkinson@dlgrma.qld.gov.au; Peter Cook; robyn.turbit@hpw.qld.gov.au; MCCARTHY Sinead (DAF); CHRISP Susan; Tracy.a.o'bryan@tmr.qld.gov.au; StrategyPerformanceOfficer.DCSPP@police.qld.gov.au; steven.kay; Rhiannan Howell; VANDERSEE Sarah; alan.houchin@corrections.qld.gov.au; matthew.nye@communities.qld.gov.au; Celia Venables; Joanne Greenfield; Robert Setter; Stephanie Attard (Justice); Paul Hyde; Sandra M Slater; Ray Clarke; MUNRO Nina; cecelia.christensen@treasury.qld.gov.au
Cc: Alison Spruce; Natalie Driscoll; Sandra Lerch; Wade Fuller
Subject: Updated Briefing Paper - COVID-19 Data Collection - due Monday 16 March
Attachments: HOCS Briefing paper - COVID-19 data collection (002).docx



Heads of Corporate

Thank you joining the teleconference earlier today.

As agreed, we have updated the briefing paper on the **proposed public sector workforce data collection** for COVID-19 (attached).

Please provide your endorsement or feedback directly to me by **Monday 16 March 2020**.

Further questions and comments are most welcome – please do not hesitate to contact me via the contact details below.

Regards

Megan Barry
Deputy Commissioner
Public Service Commission

P 07 3003 2829 M [REDACTED]
E megan.barry@psc.qld.gov.au W psc.qld.gov.au
Level 27, 1 William Street, Brisbane QLD 4000

Novel Coronavirus

What are the symptoms:



Fever



Cough



Fatigue



Sore throat



Shortness of breath

How to stop it spreading:



Wash hands regularly



Cover coughs and sneezes



Stay home if unwell

If you're concerned, visit your GP or call 13HEALTH (13 43 25 84)

Released under RTI - DPC

Heads of Corporate Services briefing paper

For Endorsement | 13/03/2020

Issue/project title

- Public sector workforce data collection – COVID-19

Decisions required

- Heads of Corporate endorse** or provide feedback to the Public Service Commission (PSC) by **COB Monday 16 March 2020**.

Summary

- PSC is seeking to gain a sector wide view of the how the public sector workforce is affected by COVID-19 to:
 - Provide timely information to government on the health and wellbeing of employees
 - Ensure we have visibility of those employees affected, either becoming unwell, isolating or caring for those affected
 - Ensure appropriate mechanisms exist to support all employees
 - Provide assurance that non-frontline services have arrangements in place to enable business continuity, including employees working from home or working from another location.
- While it is understood that individual service delivery agencies are planning or implementing their own business continuity arrangements in response to this event, it is important that we maintain visibility of this at a sector level to ensure we can respond as a sector when required.
- This data could also enable central response planning to ensure continuity of essential services (including where cross-agency solutions may be required).

Proposed data collection approach

- Given the lag present in payroll data, we are proposing to collect this data directly from agencies to ensure we have point in time data to inform decision making.
- In the first instance, it is proposed that PSC would seek to coordinate the collection of the following data, **on a daily basis**:
 - Department/agency name
 - Total number of employees unable to work today (*calculated by 1+2+3(a)*), due to:
 - COVID-19 illness (diagnosed)
 - COVID-19 caring responsibilities (including caring for sick dependents, caring for self-isolated dependents, or caring for well dependents who are affected by service closures)

3. Not ill but required to self-isolate on health advice
 - a) Not working from home (and accessing leave arrangements)
 - b) Working from home

- Note that information collected **will not identify individual employees**, ensuring the protection of employees' rights to privacy.
- The scope of the data collection is aligned with the scope of standard workforce reporting. Included agencies are listed in **Attachment 1**.
- Departments will be responsible for supporting the public service offices and entities within their respective portfolios, limited to those listed in Attachment 1.
- PSC proposes to use Microsoft Forms to capture this data (see **Attachment 2**). Department results captured from the form would be collated in an Excel spreadsheet that PSC can then share and/or build dashboards from as required.
 - Departments would access the form via a hyperlink that PSC will share with department contacts
 - Departments' nominated contact officer would manually enter their information by 5pm each day, based on information collected from their own systems.
 - Please note, additional fields could be added as the data collection mechanism becomes more sophisticated and as reporting requirements emerge.
 - For example, to inform government of frontline service areas or essential functions that experience significant employee impact, and enable response planning to ensure continuity of essential services (including where cross-agency solutions may be required) PSC could seek to gather this data by occupation and by region.
- The amendments being made to payroll fields to enable accurate reporting over time (particularly of access to special leave) will continue in parallel to this work.

Proposed data collection commencement

- **Agencies ready to contribute** to the data collection will be requested to provide a trial data return on **Thursday 19 March 2020**.
- Formal data collection will commence for **all agencies** on **Monday 23 March 2020**.

Attachment 1: Proposed scope of agencies to be included

Budget paper 2 agencies
Department of Aboriginal and Torres Strait Islander Partnerships
Department of Agriculture and Fisheries
Department of Child Safety, Youth and Women
Department of Communities, Disability Services and Seniors
Department of Education
Department of Employment, Small Business and Training
Department of Environment and Science
Department of Housing and Public Works
Department of Innovation, Tourism Industry Development and the Commonwealth Games
Department of Justice and Attorney-General
Department of Local Government, Racing and Multicultural Affairs
Department of Natural Resources, Mines and Energy
Department of State Development, Manufacturing, Infrastructure and Planning
Department of the Premier and Cabinet
Department of Transport and Main Roads
Queensland Corrective Services
Queensland Fire and Emergency Services
Queensland Health
Queensland Police Service
Queensland Treasury
Electoral Commission Queensland
Office of the Inspector-General of Emergency Management
Public Safety Business Agency
Public Service Commission
Public Trustee
Queensland Audit Office
TAFE Queensland
Queensland public sector sub-total: Budget paper 2 agencies

Other entities
Queensland Human Rights Commission
Legal Aid Queensland
Office of the Health Ombudsman
Queensland Art Gallery
Queensland Family and Child Commission
Queensland Museum
State Library of Queensland
Trade and Investment Queensland

Attachment 2: Microsoft Form

Workforce Planning - COVID-19

This form is designed to collect updates on public sector employees affected by COVID-19 in order to:

- Provide timely information to government on the health and wellbeing of employees
- Ensure we have visibility of those employees affected, either becoming unwell, isolating or caring for those affected
- Ensure appropriate mechanisms exist to support all employees
- Provide assurance that non-frontline services have arrangements in place to enable business continuity, including employees working from home or working from another location.

While it is understood that individual service delivery agencies are planning or implementing their own business continuity arrangements in response to this event, it is important that we maintain visibility of this at a sector level to ensure we can respond as a sector when required.

This data could also enable central response planning to ensure continuity of essential services (including where cross-agency solutions may be required).

Note that all information requested in this form should be de-identified, aggregated information. Data that identifies employees is not required.

If there are no employees in a category, please enter zero.

* Required

1. Which agency are you submitting for? *

2. Number of employees unable to work due to testing positive to COVID-19 *

3. Number of employees unable to work due to caring responsibilities (including caring for sick dependents, caring for self-isolated dependents, or caring for well dependents who are affected by service closures) *

4. Not ill but required to self-isolate on health advice - not working from home (and accessing leave arrangements) *

5. Not ill but required to self-isolate on health advice - working from home *

Lucas Clarke

From: Robert Setter
Sent: Monday, 16 March 2020 11:38 AM
To: Arthur O'Brien; Brad Lang; Brenda Parker (DNRM); Doug Smith; Filly Morgan; Geoff Waite; James Koulouris; Jeff Hunt; Jennifer Rossiter (Communities); Kathy Parton (DATSIP); Megan Barry; Michael McKee; Peter Carlson (DLGRMA); Peter Cook; Peter Griffin; robyn.turbit@hpw.qld.gov.au; Sinead McCarthy; Susan Chrisp (DES); Tracy.a.o'bryan@tmr.qld.gov.au
Cc: Barbara.Phillips@health.qld.gov.au; @PSC SMG; Beth Woods (DAF); Bob Gee (Communities); Chris Sarra (DATSIP); Clare O'Connor (DCDSS); Damien Walker (DITID); Dave Stewart; David Mackie (DJAG); Deidre Mulkerin (CSYW); John Wakefield (Health); Frankie Carroll (Treasury); Greg Leach (QFES); James Purtill; Jamie Merrick (DES); Comm QPS; Liza Carroll (HPW); Mary-Anne Curtis (DESBT); Neil Scales (TMR); Peter Martin (Corrections Services); Rachel Hunter (DSDMIP); Robert Setter; Toni Power (Coordinator General); Tony Cook (QED); Warwick Agnew (DLGRMA)
Subject: COVID-19 workforce data collection to commence today
Importance: High

Heads of Corporate

cc: Leadership Board

Thank you to those of you who have provided feedback on the proposed employee data collection in relation to COVID-19. There has been indicative support for the proposal, however with the situation evolving each day, the need for this data has now increased.

As a result, I am now requesting that each agency put in place a process to report "self isolation" staff commencing today.

I acknowledge that longer implementation timeframes were proposed last week, however there is an emergent requirement that every agency now begins to provide the *best possible data on a daily basis*.

I understand that systems will be under development to ensure our data is as accurate, timely and complete as possible, and your efforts to commence this collection today and continue to improve it over the coming days, are very much appreciated.

As a reminder, the following data set will be required to be provided and updated daily:

- a) Department/agency name
- b) Total number of employees unable to work today (calculated by 1+2+3(a)), due to:
 1. COVID-19 illness (diagnosed)
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 - a) Not working from home (and accessing leave arrangements other than carer's leave)
 - b) Working from home

Please provide the name of your **nominated coordinating officer** to Wade Fuller (Wade.Fuller@psc.qld.gov.au).

You will recall that departments will be responsible for supporting the public service offices and entities within their respective portfolios.

To provide this employee data collection, which is **now required by 5 pm on a daily basis**, your nominated officer should access the following link: [PSC COVID-19 Data Collection](#)

Rob



Robert Setter
Commission Chief Executive
Public Service Commission

P 07 3003 2810
E robert.setter@psc.qld.gov.au W psc.qld.gov.au
Level 27, 1 William Street, Brisbane QLD 4000

Novel Coronavirus

What are the symptoms:



Fever



Cough



Fatigue



Sore throat



Shortness of breath

How to stop it spreading:



Wash hands regularly



Cover coughs and sneezes



Stay home if unwell

If you're concerned, visit your GP or call 13HEALTH (13 43 25 84)

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Cc: Barbara.Phillips@health.qld.gov.au; @PSC SMG; Beth Woods (DAF); Bob Gee (Communities); Chris Sarra (DATSIP); Clare O'Connor (DCDSS); Damien Walker (DITID); Dave Stewart; David Mackie (DJAG); Deidre Mulkerin (CSYW); John Wakefield (Health); Frankie Carroll (Treasury); Greg Leach (QFES); James Purtill; Jamie Merrick (DES); Comm QPS; Liza Carroll (HPW); Mary-Anne Curtis (DESBT); Neil Scales (TMR); Peter Martin (Corrections Services); Rachel Hunter (DSDMIP); Robert Setter; Toni Power (Coordinator General); Tony Cook (QED); Warwick Agnew (DLGRMA)
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Importance: High

Heads of Corporate

cc: Leadership Board

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Commission Chief Executive
Public Service Commission

P 07 3003 2810
E robert.setter@psc.qld.gov.au W psc.qld.gov.au
Level 27, 1 William Street, Brisbane QLD 4000

Novel Coronavirus

What are the symptoms:



Fever



Cough



Fatigue



Sore throat



Shortness of breath

How to stop it spreading:



Wash hands regularly



Cover coughs and sneezes



Stay home if unwell

If you're concerned, visit your GP or call 13HEALTH (13 43 25 84)

Lucas Clarke

From: Dave Stewart
Sent: Monday, 16 March 2020 1:48 PM
To: Filly Morgan
Cc: Dave Stewart; Julia Sheedy; Jessica Martin
Subject: FW: COVID-19 workforce data collection to commence today

Importance: High

Hi Filly,

Please see incoming email from PSC. A nominated coordinating officer is required to be submitted to Wade Fuller (Details below).

Thanks
Tina

From: Robert Setter <Robert.Setter@psc.qld.gov.au>
Sent: Monday, 16 March 2020 11:38 AM
To: Arthur O'Brien <Arthur.O'Brien@csyw.qld.gov.au>; Brad Lang <Brad.Lang@desbt.qld.gov.au>; Brenda Parker (DNRM) <Brenda.Parker@dnrm.qld.gov.au>; Doug Smith <doug.smith@qfes.qld.gov.au>; Filly Morgan <filly.morgan@premiers.qld.gov.au>; Geoff Waite <geoff.waite@treasury.qld.gov.au>; James Koulouris <James.Koulouris@dcs.qld.gov.au>; Jeff Hunt <Jeff.Hunt@det.qld.gov.au>; Jennifer Rossiter (Communities) <jennifer.rossiter@communities.qld.gov.au>; Kathy Parton (DATSIP) <kathy.parton@datsip.qld.gov.au>; Megan Barry <megan.barry@psc.qld.gov.au>; Michael McKee <Michael.McKee@dsdmip.qld.gov.au>; Peter Carlson (DLGRMA) <peter.carlson@dlgrma.qld.gov.au>; peter.cook@justice.qld.gov.au; Peter Griffin <peter.griffin@psba.qld.gov.au>; robyn.turbit@hpw.qld.gov.au; Sinead McCarthy <Sinead.McCarthy@daf.qld.gov.au>; Susan Chrisp (DES) <susan.chrisp@des.qld.gov.au>; Tracy.a.o'bryan@tmr.qld.gov.au
Cc: Barbara.Phillips@health.qld.gov.au; @PSC SMG <PSCSLT@premiers.qld.gov.au>; Beth Woods (DAF) <beth.woods@daf.qld.gov.au>; Bob Gee (Communities) <Bob.Gee@csyw.qld.gov.au>; Chris Sarra (DATSIP) <Chris.sarra@datsip.qld.gov.au>; Clare O'Connor (DCDSS) <Clare.O'Connor@communities.qld.gov.au>; Damien Walker (DITID) <damien.walker@ditid.qld.gov.au>; Dave Stewart <david.stewart@premiers.qld.gov.au>; David Mackie (DJAG) <david.mackie@justice.qld.gov.au>; Deidre Mulkerin (CSYW) <deidre.mulkerin@csyw.qld.gov.au>; John Wakefield (Health) <john.wakefield@health.qld.gov.au>; Frankie Carroll (Treasury) <frankie.carroll@treasury.qld.gov.au>; Greg Leach (QFES) <greg.leach@qfes.qld.gov.au>; James Purtill <james.purtill@dnrm.qld.gov.au>; Jamie Merrick (DES) <Jamie.merrick@des.qld.gov.au>; Comm QPS <commissioner@police.qld.gov.au>; Liza Carroll (HPW) <liza.carroll@hpw.qld.gov.au>; Mary-Anne Curtis (DESBT) <mary-anne.curtis@desbt.qld.gov.au>; Neil Scales (TMR) <neil.z.scales@tmr.qld.gov.au>; Peter Martin (Corrections Services) <peter.martin@corrections.qld.gov.au>; Rachel Hunter (DSDMIP) <Rachel.hunter@dsdmip.qld.gov.au>; Robert Setter <Robert.Setter@psc.qld.gov.au>; Toni Power (Coordinator General) <toni.power@coordinatorgeneral.qld.gov.au>; Tony Cook (QED) <Tony.COOK@qed.qld.gov.au>; Warwick Agnew (DLGRMA) <warwick.agnew@dlgrma.qld.gov.au>
Subject: COVID-19 workforce data collection to commence today
Importance: High

Heads of Corporate
cc: Leadership Board

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Please provide the name of your **nominated coordinating officer** to Wade Fuller (Wade.Fuller@psc.qld.gov.au).

You will recall that departments will be responsible for supporting the public service offices and entities within their respective portfolios.

To provide this employee data collection, which is **now required by 5 pm on a daily basis**, your nominated officer should access the following link: [PSC COVID-19 Data Collection](#)

Rob



Robert Setter
Commission Chief Executive
Public Service Commission
P 07 3003 2810
E robert.setter@psc.qld.gov.au / psc.qld.gov.au
Level 27, 1 William Street, Brisbane QLD 4000

Novel Coronavirus

What are the symptoms:

- Fever
- Cough
- Fatigue
- Sore throat
- Shortness of breath

How to stop it spreading:

- Wash hands regularly
- Cover coughs and sneezes
- Stay home if unwell

If you're concerned, visit your GP or call 13HEALTH (13 43 25 84)

Lucas Clarke

From: Filly Morgan
Sent: Monday, 16 March 2020 5:16 PM
To: Libby Gregoric
Cc: Elizabeth Buckby
Subject: FW: Updated Briefing Paper - COVID-19 Data Collection - due Monday 16 March
Attachments: HOCS Briefing paper - COVID-19 data collection (002).docx

See attached list – QAO and TIQ are included for the purposes of reporting.

Filly

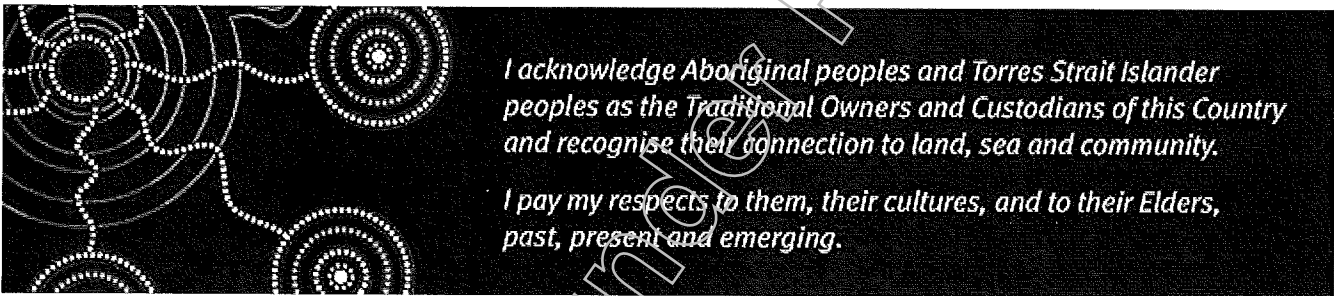


Queensland
Government

Filly Morgan PSM

Deputy Director-General
Corporate and Government Services
Department of the Premier and Cabinet

P 07 3003 9224 M [REDACTED]
Level 28, 1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002



From: Megan Barry <megan.barry@psc.qld.gov.au>
Sent: Friday, 13 March 2020 4:56 PM
To: ODDG BCP <ODDG.BCP@dnrme.qld.gov.au>; Adam.stevenson@qfes.qld.gov.au; Arthur.O'Brien@csyw.qld.gov.au; Barbara.Phillips@health.qld.gov.au; PARKER Brenda <Brenda.Parker@dnrme.qld.gov.au>; Kurt Marsden (PSBAHR) <kurt.marsden@psba.qld.gov.au>; Filly Morgan <filly.morgan@premiers.qld.gov.au>; Geoff Waite <geoff.waite@treasury.qld.gov.au>; james.koulouris@dcs.qld.gov.au; Jeff Hunt <Jeff.Hunt@dete.qld.gov.au>; matthew.nye@communities.qld.gov.au; Kathy.Parton@datsip.qld.gov.au; Michael McKee <Michael.McKee@dsgmip.qld.gov.au>; michael.OLEARY@qed.qld.gov.au; rebecca.atkinson@dlgrma.qld.gov.au; peter.cook@justice.qld.gov.au; robyn.turbit@hpw.qld.gov.au; MCCARTHY Sinead (DAF) <Sinead.McCarthy@daf.qld.gov.au>; CHRISP Susan <Susan.Chrisp@des.qld.gov.au>; Tracy.a.o'bryan@tmr.qld.gov.au; StrategyPerformanceOfficer.DCSPP@police.qld.gov.au; steven.kay <steven.kay@ditid.qld.gov.au>; Rhiannan Howell <rhiannan.howell@desbt.qld.gov.au>; VANDERSEE Sarah <Sarah.VANDERSEE@hpw.qld.gov.au>; alan.houchin@corrections.qld.gov.au; matthew.nye@communities.qld.gov.au; Celia Venables <celia.venables@dnrme.qld.gov.au>; Joanne Greenfield <Joanne.Greenfield@qfes.qld.gov.au>; Robert Setter <Robert.Setter@psc.qld.gov.au>; Stephanie Attard (Justice) <stephanie.attard@justice.qld.gov.au>; Paul Hyde <Paul.Hyde@psba.qld.gov.au>; Sandra M Slater <Sandra.M.Slater@tmr.qld.gov.au>; Ray Clarke <ray.clarke@ambulance.qld.gov.au>; MUNRO Nina <Nina.Munro@dnrme.qld.gov.au>; cecelia.christensen@treasury.qld.gov.au
Cc: Alison Spruce <alison.spruce@psc.qld.gov.au>; Natalie Driscoll <Natalie.Driscoll@psc.qld.gov.au>; Sandra Lerch <Sandra.Lerch@psc.qld.gov.au>; Wade Fuller <wade.fuller@psc.qld.gov.au>
Subject: Updated Briefing Paper - COVID-19 Data Collection - due Monday 16 March



Heads of Corporate

Thank you joining the teleconference earlier today.

As agreed, we have updated the briefing paper on the **proposed public sector workforce data collection** for COVID-19 (attached).

Please provide your endorsement or feedback directly to me by **cob Monday 16 March 2020**.

Further questions and comments are most welcome – please do not hesitate to contact me via the contact details below.

Regards

Megan Barry
Deputy Commissioner
Public Service Commission

P 07 3003 2829 M [redacted]
E megan.barry@psc.qld.gov.au W psc.qld.gov.au
Level 27, 1 William Street, Brisbane QLD 4000

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Heads of Corporate Services briefing paper

For Endorsement | 13/03/2020

Issue/project title

- Public sector workforce data collection – COVID-19

Decisions required

- Heads of Corporate endorse** or provide feedback to the Public Service Commission (PSC) by **COB Monday 16 March 2020**.

Summary

- PSC is seeking to gain a sector wide view of the how the public sector workforce is affected by COVID-19 to:
 - Provide timely information to government on the health and wellbeing of employees
 - Ensure we have visibility of those employees affected, either becoming unwell, isolating or caring for those affected
 - Ensure appropriate mechanisms exist to support all employees
 - Provide assurance that non-frontline services have arrangements in place to enable business continuity, including employees working from home or working from another location.
- While it is understood that individual service delivery agencies are planning or implementing their own business continuity arrangements in response to this event, it is important that we maintain visibility of this at a sector level to ensure we can respond as a sector when required.
- This data could also enable central response planning to ensure continuity of essential services (including where cross-agency solutions may be required).

Proposed data collection approach

- Given the lag present in payroll data, we are proposing to collect this data directly from agencies to ensure we have point in time data to inform decision making.
- In the first instance, it is proposed that PSC would seek to coordinate the collection of the following data, **on a daily basis**:
 - Department/agency name
 - Total number of employees unable to work today (*calculated by 1+2+3(a)*), due to:
 - COVID-19 illness (diagnosed)
 - COVID-19 caring responsibilities (including caring for sick dependents, caring for self-isolated dependents, or caring for well dependents who are affected by service closures)

- 3. Not ill but required to self-isolate on health advice
 - a) Not working from home (and accessing leave arrangements)
 - b) Working from home

- Note that information collected **will not identify individual employees**, ensuring the protection of employees' rights to privacy.
- The scope of the data collection is aligned with the scope of standard workforce reporting. Included agencies are listed in **Attachment 1**.
- Departments will be responsible for supporting the public service offices and entities within their respective portfolios, limited to those listed in Attachment 1.
- PSC proposes to use Microsoft Forms to capture this data (see **Attachment 2**). Department results captured from the form would be collated in an Excel spreadsheet that PSC can then share and/or build dashboards from as required.
 - Departments would access the form via a hyperlink that PSC will share with department contacts
 - Departments' nominated contact officer would manually enter their information by 5pm each day, based on information collected from their own systems.
 - Please note, additional fields could be added as the data collection mechanism becomes more sophisticated and as reporting requirements emerge.
 - For example, to inform government of frontline service areas or essential functions that experience significant employee impact, and enable response planning to ensure continuity of essential services (including where cross-agency solutions may be required) PSC could seek to gather this data by occupation and by region.
- The amendments being made to payroll fields to enable accurate reporting over time (particularly of access to special leave) will continue in parallel to this work.

Proposed data collection commencement

- **Agencies ready to contribute** to the data collection will be requested to provide a trial data return on **Thursday 19 March 2020**.
- Formal data collection will commence for **all agencies** on **Monday 23 March 2020**.

Attachment 1: Proposed scope of agencies to be included

Budget paper 2 agencies
Department of Aboriginal and Torres Strait Islander Partnerships
Department of Agriculture and Fisheries
Department of Child Safety, Youth and Women
Department of Communities, Disability Services and Seniors
Department of Education
Department of Employment, Small Business and Training
Department of Environment and Science
Department of Housing and Public Works
Department of Innovation, Tourism Industry Development and the Commonwealth Games
Department of Justice and Attorney-General
Department of Local Government, Racing and Multicultural Affairs
Department of Natural Resources, Mines and Energy
Department of State Development, Manufacturing, Infrastructure and Planning
Department of the Premier and Cabinet
Department of Transport and Main Roads
Queensland Corrective Services
Queensland Fire and Emergency Services
Queensland Health
Queensland Police Service
Queensland Treasury
Electoral Commission Queensland
Office of the Inspector-General of Emergency Management
Public Safety Business Agency
Public Service Commission
Public Trustee
Queensland Audit Office
TAFE Queensland
Queensland public sector sub-total: Budget paper 2 agencies

Other entities
Queensland Human Rights Commission
Legal Aid Queensland
Office of the Health Ombudsman
Queensland Art Gallery
Queensland Family and Child Commission
Queensland Museum
State Library of Queensland
Trade and Investment Queensland

Attachment 2: Microsoft Form

Workforce Planning - COVID-19

This form is designed to collect updates on public sector employees affected by COVID-19 in order to:

- Provide timely information to government on the health and wellbeing of employees
- Ensure we have visibility of those employees affected, either becoming unwell, isolating or caring for those affected
- Ensure appropriate mechanisms exist to support all employees
- Provide assurance that non-frontline services have arrangements in place to enable business continuity, including employees working from home or working from another location.

While it is understood that individual service delivery agencies are planning or implementing their own business continuity arrangements in response to this event, it is important that we maintain visibility of this at a sector level to ensure we can respond as a sector when required.

This data could also enable central response planning to ensure continuity of essential services (including where cross-agency solutions may be required).

Note that all information requested in this form should be de-identified, aggregated information. Data that identifies employees is not required.

If there are no employees in a category, please enter zero.

* Required

1. Which agency are you submitting for? *

Select your answer

2. Number of employees unable to work due to testing positive to COVID-19 *

The value must be a number

3. Number of employees unable to work due to caring responsibilities (including caring for sick dependents, caring for self-isolated dependents, or caring for well dependents who are affected by service closures) *

The value must be a number

4. Not ill but required to self-isolate on health advice - not working from home (and accessing leave arrangements) *

The value must be a number

5. Not ill but required to self-isolate on health advice - working from home *

The value must be a number