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To: s. 22
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[Redacted]
Cc: s. 22; [Spaccavento, Marco](#); [Hetherington, Patrick](#); s. 22
; [Zorzi, Callie](#)
Subject: COVID update: South Australia shutdown for 6 days [SEC=OFFICIAL]
Date: Wednesday, 18 November 2020 7:57:00 PM
Attachments: [image001.png](#)
[image002.jpg](#)
[image004.jpg](#)
[image005.jpg](#)
[Circular 2020-1 - COVID-19 leave arrangements.pdf](#)
[circular_2020-9 - returning to usual workplaces.pdf](#)
[Jurisdictional positions 18 Nov 2020.docx](#)
[image006.jpg](#)
Importance: High

OFFICIAL OFFICIAL

Colleagues

As you may be aware, the South Australian Premier has today announced restrictions aimed at curbing the COVID cluster in the state. The announcement includes a 6 day shutdown commencing midnight tonight. The South Australian Government website is yet to be updated, but the restrictions have been reported [here](#).

While the restrictions provide exceptions for essential workers, it is expected that in most cases Commonwealth public servants should work from home unless the nature of their role requires them to be in the office.

The APSC advice in [Circular 2020/1: COVID-19 Leave Arrangements](#) and [Circular 2020/9: Returning to Usual Workplaces, which includes guidance on localised outbreaks](#) remains applicable. Copies of the Circulars are attached as well the current COVID jurisdictional snapshot of workplace positions.

s. 47E
[Redacted]

If you have any questions or concerns, please don't hesitate to give me a call.

Cheers

Mary

Mary Wiley-Smith

Deputy Commissioner

Australian Public Service Commission

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s. 47F
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Australia is closely monitoring the outbreak of COVID-19. This is an unfolding situation so Australian Government employers are advised to monitor the most up-to-date information via the websites of the Australian Government Department of Health and the State and Territory health department websites.

Purpose

1. COVID-19 is a significant public health issue, and Australian Government employers should take the lead in effective action to prevent its spread in our community and workplaces. This includes putting in place special, time limited arrangements to practically deal with the emerging public health issues.
2. Individuals exposed to COVID-19 through close contact with a person confirmed to have the virus or through recent travel should act to reduce the risk of further spread of the virus. Anyone with symptoms and a reason to believe they are at risk of contracting COVID-19 should seek medical advice. Up to date information on exposure and isolation requirements is provided on the [Department of Health website](#).
3. This guidance provides Australian Government employers with information to:
 - a. assist in addressing employee questions about the COVID-19 and what response the employer may take; and
 - b. guide decision making around attendance at work and accessing leave provisions, if employees present with symptoms or indicate they are at risk of having been exposed to COVID-19.

Keeping up to date

4. As the situation is evolving, agencies are to regularly review the information contained on the [Australian Government Department of Health website](#).
5. The Australian Government Department of Health also provide a [latest news page](#).
6. Agencies should also regularly review the information contained in the state and territory health department websites relevant to their operations. The Australian Government Department of Health website contains the relevant links.
7. The latest advice from DFAT on travel is available at www.smartraveller.gov.au.
8. Further information for Australian Government employees is also available on the [COVID-19 page of the APSC website](#).

For Australian Government employees who contract the coronavirus

9. If an employee advises they have been diagnosed with COVID-19 by a medical practitioner, the employee should be given access to paid Personal Leave for personal illness in accordance with the agency's workplace arrangements. If the employee has insufficient credits to cover the medically advised period, paid Discretionary Leave (or equivalent) should be provided.
10. An agency may request reasonable evidence as per the relevant industrial instrument.

If an employee notifies they have been exposed

11. Where an employee believes they have been exposed to COVID-19 through recent travel or through close contact with a person who has been diagnosed with COVID-19, they are to seek and follow medical advice. As a first point of contact, the employee should call the Coronavirus health information hotline on 1800 020 080.
12. Where an employee is advised to self-isolate but a positive diagnosis has not been received, agencies should attempt to enable the employee to work from home while they monitor their health. If this is not practical or there is no facility for working remotely, paid Discretionary Leave (or equivalent) for the required isolation period should be provided.
13. Agencies need to consider what they will accept as reasonable evidence. It is recommended that a common sense approach be adopted regarding evidence requirements which may include proof of travel, medical advice or a statutory declaration confirming close contact with an individual who has tested positive. It is recommended that employees not be required to obtain a medical certificate for self-isolating unless they become unwell.

For employees in a household affected by COVID-19

14. Each circumstance needs to be assessed on a case-by-case basis.
15. Where an employee's household member has been directed to self-isolate but does not require care, unless the employee has also been medically advised to self-isolate or the household member becomes unwell, the employee should continue to work.
16. Where an employee has a household member who is positively diagnosed with COVID-19, the employee will be considered a close contact and must isolate per medical advice. During this period the employee may be able to continue working from home. Where working from home is not practical or there is no facility for working remotely, paid Discretionary Leave (or equivalent) for the period required by the relevant health authority should be provided.
17. If the employee is subsequently diagnosed with COVID-19, access to paid Personal Leave for personal illness should be provided. If personal leave is exhausted, access to paid Discretionary Leave (however described) should be provided.

18. Where an employee is required to provide care or support for a family member due to a medical direction that the family member not attend a facility, paid Carer's leave should be provided. Where an unexpected emergency requires the employee to care for their family member, paid Carer's leave should be provided. An example of this may be where a school is closed at short notice, or temporarily due to a child or staff member testing positive to COVID-19. Discretionary leave may be used if paid leave is exhausted. See [Fair Work Ombudsman guidance](#).
19. APS employees are essential workers. Where schools are open or arrangements for the children of essential workers are available, employees should make use of these facilities, or work remotely. Employees who choose not to send their children to school, and subsequently make themselves unavailable for work, may utilise their available leave credits. Where credits are exhausted, there is no entitlement to additional paid leave.

Casual employees

20. Due to the current extraordinary circumstances of the outbreak and the potential widespread impact, paid arrangements should also be extended to casual employees who are required to isolate due to COVID-19 exposure or who contract the virus. This exceptional measure is in place for the duration of the pandemic until advised by the Australian Government Department of Health.
21. This is to minimise any incentive for employees to attend the workplace against medical advice and to minimise exposure to the public.
22. Agencies should ensure that paid arrangements to enable absence, such as paid Discretionary Leave (or equivalent), are in place to allow casual employees to self-isolate when required to do so by the relevant health authority. This could include determinations being made under section 24(1) of the Public Service Act 1999, other agency employment legislation or the use of individual flexibility arrangements.
23. Australian Government agencies engage casual employees for a range of irregular and intermittent tasks. The basis on which casual employees are employed and rostered varies both between and within agencies. In determining the amount of payment, where possible agencies should consider the agreed or accepted shifts in the period undertaken by the casual employee. This may include averaging work done over the settlement period immediately before the employee was required to self-isolate, or considering the upcoming work schedule and any plans to engage the employee over that period.
24. Agencies should discuss options with their payroll providers early to ensure there is an ability to put arrangements in place quickly when required.
25. As with other employees, where a casual employee is in required self-isolation but not unwell, work from home arrangements should be considered where possible.

Labour hire and Contractors

26. Labour hire workers are not Australian Government employees, and are generally the employee of labour hire companies. Leave and pay conditions remain a matter for the labour hire company. Agencies should, through the appropriate contract managers, consult with labour hire providers about their arrangements, and confirm that the provider has systems in place to ensure the potential for COVID-19 affected employees to present at workplaces is minimised. Labour hire providers are required to comply with Commonwealth and agency policies, guidelines and directions.
27. Agencies should ensure, and require labour hire providers to ensure, that labour hire workers and contractors who are advised not to be present at the workplace are absent for the advised period.
28. Where relevant, agencies should engage with labour hire providers on arrangements to fulfil their contracts remotely or from home. Labour hire providers must ensure their staff continue to comply with an applicable security or other Commonwealth requirements.

Travel

29. On 18 March 2020, the Prime Minister announced Australians should not travel abroad.
30. Australian Public Service employees who choose to undertake private overseas travel from 18 March 2020 are to use their own accrued annual or long service leave for the purposes of the 14 days self-isolation on return to Australia. If accrued annual or long service leave is not available employees will need to access leave without pay. If the employee is unwell personal leave may be accessed with appropriate medical evidence. Work from home arrangements may be negotiated with supervisor agreement assuming the employee is otherwise well.
31. Where Australian Public Service employees choose to undertake personal travel to areas with known self-isolation requirements, the additional time will be covered by the employee's own leave credits consistent with paragraph 30.

Further considerations

32. Agencies should continue to review their policies and procedures in light of emerging issues.
33. Maintaining agency operations and continuing to serve the community will remain important as we navigate these uncertain times. It will be critical for employees able to attend work to continue to deliver services to the public. Employees are expected to attend work or notify their employers as to reasons for their absence.
34. Agencies should engage with employees who have particular health concerns which may make them more vulnerable to COVID-19. On a case by case basis, considerations such as working from home or transfer to a non-public facing job should be considered.
35. This circular will be reviewed and updated on a regular basis as new information arises.
36. Agencies seeking further information should contact covid19@apsc.gov.au.



Circular 2020/9: Returning to Usual Workplaces

Purpose

1. The purpose of this Circular is to provide advice to agencies about employees returning to their usual (pre-COVID) workplaces. The following advice applies to all Commonwealth agencies and their employees including ongoing, non-ongoing and casual employees.
2. Where the Australian Government and state and territory governments relax COVID-19 restrictions, in line with the [Roadmap to a COVID-safe Australia](#) agreed by National Cabinet, and as the number of COVID-19 cases stabilises and remains low in most communities, agency heads should make arrangements to facilitate employees returning to their usual workplaces.
3. The focus of agencies and employees should be the continued delivery of critical functions to the Australian public, as well as ensuring workplaces are COVID-safe.
4. Agency heads should act on government, public health and other relevant advice, and make timely decisions to ensure business continuity and a safe transition back to the workplace.
5. Given that many agencies have a geographically dispersed operating environment, a COVID-safe return to the workplace may vary within an agency, depending on the workplace location.
6. A single approach for the APS is not practicable given the diversity of working environments. Each agency's approach will be different and tailored to their particular circumstances.

COVID-safe workplaces

7. Agency heads remain responsible for making working from home decisions in their agencies in accordance with their agency's workplace arrangements.
8. Where there is limited or no community transmission of COVID-19, employees should return to their usual workplaces, where it is safe to do so.
9. Returning employees to usual workplaces must be in line with government policy and [public health advice](#) issued by the Australian Government and State and Territory governments, including physical distancing requirements and the [National COVID-19 Safe Workplaces Principles](#).
10. Current [public health advice](#) states that the current number of COVID-19 cases is low in most communities. Therefore, all employees, even those at [higher risk of more severe illness](#), may be able to return to usual workplaces with consideration given to the individual circumstances and the epidemiological environment, following an appropriate risk assessment and with appropriate controls in place.
11. Agencies should assess their workplaces to ensure they are COVID-safe and can accommodate the return of employees to the workplace. Considerations include:
 - a. a systematic risk assessment of work health and safety risks in accordance with the [Safe Work Australia](#) code of practice;
 - b. adhering to physical distancing principles, with particular consideration given to common areas such as kitchens and break out spaces;
 - c. maximum occupancy capacity of enclosed spaces, such as offices and meeting rooms;

- d. ensuring interactions between employees while working and on breaks are managed in a COVID-safe way;
 - e. modifying workplace attendance arrangements where the agency cannot maintain physical distancing in the workplace, or where public transport risk mitigation measures affect travel. For example, rostering employees to work from the office or home on different days or alternating weeks, or facilitating more flexible start and finish times;
 - f. connectivity and employee wellbeing;
 - g. guidance and support to assist employees in the transition to their usual workplace; and
 - h. ongoing workplace health and safety implications and obligations both in the workplace and working from home.
12. Agencies should engage with employees, and where they choose, their representatives, to identify and control risks; adapt and promote safe work practices; actively control against the transmission of COVID-19 in the workplace; and respond to any cases of COVID-19 in the workplace.
 13. Agencies should support the COVID-safe return to usual workplaces with a communication strategy that clearly outlines what this means for employees and how it will be implemented, and include information about contingencies should there be changes in the epidemiological environment.
 14. Agencies should be flexible in responding and adapting to changes in advice from the Australian Government and state and territory governments.

Localised outbreaks

15. Agencies should have a formal plan in place to respond to future localised outbreaks that has employee roles and responsibilities pre-defined and is supported by a risk communication program, so that employees know what to expect. This should be incorporated into the agency's business continuity or pandemic plan.
16. Agency heads remain responsible for making working from home decisions in their agencies. Actions should be based on a formal risk management process.
17. Where there is a localised outbreak, agency heads should facilitate employees in the location of the outbreak working from home, where it is appropriate and practicable to do so.
18. Agency heads must ensure operational requirements are met and services continue to be delivered in a COVID-safe manner.
19. The ability for employees to work from home will depend on the types of advice and work they need to undertake. For operational reasons some employees will need to attend their usual workplace.
20. Where employees are working from home due to a localised outbreak, agencies should put in place arrangements to support employees who are working from home. These may include regular check in arrangements, teleconferences, and other mechanisms to maintain regular communication between employees and their managers.
21. Where employees are unable to access supervision for their children, in the first instance, agencies should facilitate flexible working arrangements to allow employees to continue working.
22. Where flexible working arrangements cannot be accommodated, agencies should consider whether the employee can temporarily undertake a different (more flexible) role, either within their agency or in a different agency.
23. Where an employee is unavailable for work, they will need to access an approved leave type.
24. Employees who make themselves unavailable for work may utilise their available leave credits. Where credits are exhausted, there is no entitlement to additional paid leave.
25. Paid carer's leave may be appropriate in specific circumstances. Paid carer's leave is available to full-time or part-time employees where the employee needs to look after a family member or a member of their

household who requires care or support because of a personal illness or unexpected emergency affecting the member. See [Fair Work Ombudsman guidance](#) on personal/carer's leave during COVID-19 and [Circular 2020/1: COVID-19 Leave Arrangements](#) for further information.

Mobility

26. The APSC continues to coordinate and support the mobility of employees between APS agencies in response to COVID-19.
27. This Circular does not impact agencies' responsibility to continue to review their critical functions based on current and emerging needs in response to COVID-19. In doing so, agencies will identify employees who can undertake a temporary mobility opportunity. This will help ensure agencies are ready to respond to surge requests to support the continued delivery of critical government services to the Australian public.
28. Agencies must continue to identify employees available for temporary mobility opportunities to the APS Workforce Management Taskforce, in response to surge requests.
29. More information on mobility can be found in [Circular 2020/6: Temporary mobility arrangements as part of the continued response to COVID-19](#).

Business continuity

30. Agencies must continue to implement their business continuity plans, including risk management, contingencies for different epidemiological environments and how they will return to COVID-safe workplaces when it is safe to do so. Agency heads have a responsibility to ensure their agencies continue to deliver essential services to the Australian public.
31. Agencies should communicate actions from business continuity to employees and maintain regular discussions regarding the return to COVID-safe workplaces.

Interaction with Circular 2020/1 and Circular 2020/5

32. This Circular does not supersede, and should be read in conjunction with, [Circular 2020/1: COVID-19 Leave Arrangements](#).
33. This Circular supersedes Circular 2020/5: Preparing for a COVID-safe transition for APS workplaces.
34. This Circular does not limit or restrict existing agency head powers to facilitate arrangements for employees to work from home. These arrangements could be for cohorts of employees, or on a case-by-case basis.

Last reviewed:
28 September 2020

Work location	Square metre rules for indoor gatherings (offices)	What it means for Commonwealth employers	
Cth	Australian Government and state and territory governments are relaxing COVID-19 restrictions ¹ . Public health advice ² – as there are continued stable low number of cases of COVID-19 in most communities in Australia, people, even those at higher risk of becoming severely ill from COVID-19, can return to work and other settings with appropriate precautions in place. Safe Work Australia (SWA) – For some employers, the gradual easing of public health restrictions means considering transitioning workers currently working from home back to the usual workplace. SWA advice to employers is to check relevant state or territory advice. SWA has published advice for employers returning employees to workplaces. Comcare –as governments ease COVID-19 restrictions employers should start preparing workers for a safe, phased return to their usual workplaces.		
ACT	Working from home where it works for business and employees is still encouraged at this time. Canberrans can go to work, where their business or employer hasn't been restricted.	1 person per 4 square metres.	In accordance with the AHPPC advice, employees can return to the workplace where community transmission is low provided the workplace is COVID-safe.
NSW	Under NSW public health orders, an employer must allow an employee to work from home where it is reasonably practicable to do so. Whether or not employers can reasonably direct employees back to the workplace will depend on a number of factors, including public health requirements and the individual circumstances of the employee working from home.	1 person per 4 square metres, but it does not apply to normal operations for office buildings considered essential gatherings.	Working from home is still encouraged unless it is not practical to do so.
NT	Businesses including Government departments continue to operate largely unrestricted. A COVID-19 Safety Plan is required.	There is no square metre rule concerning indoor gathering. 1 person per 4 square metres is still encouraged.	In accordance with the AHPPC advice, employees can return to the workplace where community transmission is low provided the workplace is COVID-safe.
QLD	Office-based workers can return to work. Physical distancing still applies. Businesses have the option to support working from home.	Allow only 1 person per 4 square metres indoors. If the floor space is less than 200 square metres allow one person per 2 square metres, up to 50 people at a time. Businesses that have never been required to close can continue to operate whilst observing physical distancing.	In accordance with the AHPPC advice, employees can return to the workplace where community transmission is low provided the workplace is COVID-safe.
SA	Effective from 11.59pm 18 November 2020, a 'lockdown' is initiated for six days. Apart from essential workers, employees are to work from home. The minimum operations of government including local government will be permitted to operate.	Workplaces, including offices are excluded from the <i>Emergency Management (Public Activities) (COVID-19) Direction 2020</i> . This includes the density requirement that the total number of people must not exceed 1 person per 2 square metres.	Employees must work from home unless they meet the State Government criteria that the work they perform is considered essential.
TAS	All businesses and workplaces are permitted to operate but must implement measures to meet the minimum safety standard and record in a COVID-19 Safety Plan. A Public Health Direction has been issued to manage the threat to public health posed by the spread of COVID-19 in workplaces.	The maximum number of people at a premises is limited by the floor space of the premises, as a minimum of 2 square metres of space is required for each attendee.	In accordance with the AHPPC advice, employees can return to the workplace where community transmission is low provided the workplace is COVID-safe.
WA	Western Australians are encouraged to return to work, unless they are unwell or vulnerable. Businesses should ensure their COVID Safety Plans are updated and continue to be implemented, using the COVID Safety Guidelines.	The total number of people at a gathering cannot exceed more than 1 person per 2 square metres.	In accordance with the AHPPC advice, employees can return to the workplace where community transmission is low provided the workplace is COVID-safe.
VIC	If you can work from home, you must. If you cannot perform your role from home or another location, then you are able to attend your workplace. Workplaces no longer need to be on the permitted work list to open.	The 'four square metre' rule does not apply to indoor workplaces that don't have public access. However, all workplaces are encouraged to apply the four square metre rule wherever possible.	Continue to work from home unless exempted.

¹ In line with the Australian Government [Roadmap to COVID-safe Australia](#)

² As outlined in the [AHPPC Statement](#)

Borders and quarantine periods

ACT	<ul style="list-style-type: none"> - ACT residents are asked to reconsider the need for any unnecessary travel to COVID-affected areas. It is strongly discouraged to travel to ACT from COVID affected areas. - Anyone (other than ACT residents) travelling into the ACT from Victoria will be denied entry unless they are granted an exemption. ACT residents will be able to return home, and may be required to quarantine for 14 days depending on if they have visited an identified area of restriction or an area of concern. It is recommended but not mandated that residents of Sydney suburbs experiencing outbreaks do not travel to the ACT. - ACT has <u>not</u> closed its border to travellers from SA in response to the recent outbreak.
NSW	<ul style="list-style-type: none"> - NSW intends to reopen the border with Victoria at 12.01am on 23 November 2020. Anyone seeking to enter NSW from Victoria before this date must apply for a border permit. - Anyone who has been in Victoria in the past 14 days must not enter NSW unless they hold a current entry permit authorised under the Public Health order. Persons are required to enter mandatory quarantine and an accommodation fee applies. If only transiting through Victoria from another state or territory you can apply for a permit. Permits are available to enter NSW if you are driving from South Australia via Victoria on the Sturt Highway; transiting through Victoria by road or air from the Spirit of Tasmania; and transiting through Victoria by air. - NSW has <u>not</u> closed its border to travellers from SA in response to the recent outbreak.
NT	<ul style="list-style-type: none"> - All people travelling to the NT must complete the border entry form. Anyone intending to travel to the NT from an identified active coronavirus hotspot is advised to cancel their plans. Likewise, Territorian's intending to travel to an active hotspot are advised to cancel plans. - Anyone arriving in the NT from or through a hotspot in the last 14 days, must undertake 14 days mandatory supervised quarantine at their own cost. If someone spent time in an area that is not a hotspot immediately before crossing the NT border, that time will be deducted from your 14 days of quarantine. - Regional Victorians can now travel to the NT if they have not travelled via or spent time in greater Melbourne, outside the airport. SA is also now designated as a COVID-19 hotspot.
QLD	<ul style="list-style-type: none"> - 32 Sydney and 20 Adelaide Local Government Areas, and Victoria, are listed as COVID-19 hotspots and have travel restricted. Travellers who have been in SA since 9 November must come forward and get tested and enter home quarantine. Returning Queensland residents from Adelaide must enter hotel quarantine on arrival. - Anyone can enter Queensland unless they have been in a COVID-19 hotspot in the last 14 days. - Travellers who have been in a hotspot within the last 14 days are no longer able to quarantine in Queensland unless an exemption applies. For example: returning Queensland residents, persons relocating to Queensland, obtaining essential health care or in order to fulfil shared parenting arrangements and child contracting arrangements. - Everyone must quarantine in government arranged accommodation at their own expense, unless exceptional circumstances apply. This includes QLD residents returning home. People who are waiting for the results of a COVID-19 test to enter Queensland will not be allowed to enter until they receive a negative result, unless they are entering for an essential activity - The Border Declaration Pass is 14 days in duration and is permitted for: disaster management workers to prepare for, respond to or assist in recovery from disasters.
SA	<ul style="list-style-type: none"> - Travellers from Victoria, other than approved categories of Essential Travellers, are not permitted to travel to South Australia. - Travellers from other states and territories are able to enter South Australia directly without the requirement for COVID-19 testing or 14 day self-quarantine upon arrival, as long as during the 14 days immediately before their arrival in South Australia, they have been in the low community-transmission zones (not Victoria). Persons from Victoria relocating to South Australia with prior approval and other specific reasons may also enter from 24 October 2020. - Residents of the 70km Cross Border Community buffer zone with Victoria can travel up to 70km across the border Travellers from Low Community Transmission Zones travelling via Victoria may do so if they come (without exiting their vehicles) via the Sturt Highway from Mildura to Yamba, or via the Calder Highway and Meridian Road between Abbotsford Bridge and the Sturt Highway and then via the Sturt Highway to Yamba.
TAS	<ul style="list-style-type: none"> - Border restrictions are based on the locations travellers have spent time in during the 14 days prior to their arrival. Pre-approval to enter is required. - Travellers who have spent time in medium or high risk areas in the 14 days prior to their arrival will be subject to entry and quarantine requirements. Non-Tasmanian and Tasmanian residents entering mandatory government quarantine will be required to pay a fee. Travellers may also quarantine in a private residence. - Interstate travellers from low risk areas (Queensland, ACT, NSW, WA, and NT) will not be required to quarantine on arrival in Tasmania. - Since 16 November 2020, SA has been moved to the 'medium risk' category. Travellers who have been to SA in the previous 14 days are subject to quarantine.
WA	<ul style="list-style-type: none"> - Conditions of quarantine applies to travellers coming into WA. Travellers from 'very low risk states and territories' (TAS, QLD, ACT and NT) are not required to quarantine upon entry. Travellers from 'low risk states and territories' (NSW and VIC) must self-quarantine for 14 days in suitable premises and must present for a COVID-19 test on Day 11 if still in WA. - Persons entering WA from Victoria were moved to the same entry conditions that apply to NSW. Remote Aboriginal community restrictions continue to apply. - From 14 November 2020, WA will transition to a controlled border arrangement based on the latest public health advice. This approach is dependent on every state and territory in Australia recording a 14-day rolling average of less than 5 community cases of COVID-19 per day. If this 14-day rolling average is met, the existing hard border arrangements and current exemption requirements for interstate travel will be removed, subject to conditions of entry. - SA has been moved to the 'medium risk' category since 16 November 2020. Restrictions have been introduced for persons who have been in South Australia in the previous 14 days, unless they meet new exemption requirements, self-quarantine and undertake COVID-19 testing.
VIC	<ul style="list-style-type: none"> - From 8 November 2020, third step restrictions apply across both regional Victoria and metropolitan Melbourne. - Victoria's State of Disaster expired at 11:59pm on 8 November 2020. The State of Emergency has been extended to 6 December 2020. - There are no restrictions on reasons to leave home or the distance residents can travel and go on holiday across Victoria. If persons feel unwell, they should not travel. They should get tested, return home immediately after the test and remain in self-isolation until result received. - Workers only require permits if they are travelling between metropolitan Melbourne and regional Victoria for work. - Victoria has not closed its border with SA in response to the recent outbreak. However, travellers from Adelaide, including the city's hotspot areas, will be required to take a COVID-19 test and quarantine upon arrival into Victoria.

Public transport		Schools
ACT	Only use public transport if you are feeling well. Travel outside peak times, use MyWay, tap on and off (COVID tracing if necessary), no cash and practice good hygiene.	*Students and teachers with chronic health conditions or compromised immune systems can work or study from home. Otherwise, all students have returned to the classroom full-time.
NSW	Plan ahead and if you are not already using public transport in the peak, please do not start now. Off peak times are between 10am and 3pm. Wear a mask, practise good personal hygiene and maintain physical distancing.	All students have returned to the classroom full-time.
NT	Public transport continues to operate. Practice good hygiene and physical distancing where possible.	All students have returned to the classroom full-time.
QLD	Consider adjusting travel including travelling outside peak times, walk or cycling or discuss options with employer i.e. staggering days/start/ finish times. Practice good hygiene and physical distancing. Cashless payments only.	Most students have returned to the classroom full-time. Some medically vulnerable students or students who live with medically vulnerable people, may need to continue to learn at home.
SA	During the six day lockdown public transport will remain open. However, people are restricted from leaving their home unless they are essential workers or meet other specified criteria. Employees are to work from home.	Effective from 11.59pm 18 November 2020, for six days all schools and universities are closed. Childcare will be available only for families of essential workers.
TAS	Anyone who is unwell should avoid using public transport. Travel outside peak periods where possible. Physical distance and cashless ticketing.	Most students have returned to the classroom full-time. Students with health concerns that may place them at higher risk of moderate to severe illness from COVID-19 will be supported to continue learning at home where possible.
WA	Stay home if you are sick, maintain space with others and maintain personal hygiene measures.	All students have returned to the classroom full-time.
VIC	Public transport services have resumed their normal timetable. Fares are cashless and travellers are asked to travel outside of peak times. All must wear a face covering for the entire journey and practise good hygiene. If unwell, stay home.	Victorian schools have returned to on-site learning with COVIDSafe Plans in place.

From: s. 22 on behalf of [Wiley-Smith, Mary](#)
To: "Jacqui Curtis"
Subject: data on working arrangements [SEC=OFFICIAL:Sensitive]
Date: Tuesday, 27 October 2020 10:32:00 AM
Attachments: [image001.png](#)
[image002.jpg](#)
[image004.jpg](#)
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[image006.jpg](#)

OFFICIAL:Sensitive

Hi Jacqui

s. 47E [Redacted]

The most recent data for your agency is attached, based on information provided through our fortnightly survey s. 47E [Redacted]

If your team have any questions, they should feel free to reach out to Katrina Purcell, Assistant Commissioner Strategic Policy and Research (xxxxxxx.xxxxxxx@xxxx.xxx.xx).

I'm also very happy to chat, bearing in mind I'm not the data expert 😊

Cheers

Mary

Mary Wiley-Smith

Deputy Commissioner

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s. 47F [Redacted]



Australian Taxation Office:

Note: No response to the work exclusively from home question since the question was introduced in survey in first week of September

Indicative proportion of APS staff working from home on 12 October

	<i>NSW</i>	<i>VIC</i>	<i>QLD</i>	<i>WA</i>	<i>SA</i>	<i>TAS</i>	<i>NT</i>	<i>ACT</i>	<i>Total</i>
ATO percent WFH on 12/10/2020	86% (5767)	100% (4970)	68% (3875)	60% (1094)	68% (1893)	60% (721)	.	61% (2438)	
Whole of APS Weighted average percent WFH on 12 Oct 20	48%	82%	30%	20%	31%	22%	26%	40%	46%
APS Staff reporting	21,974	20,943	15,404	6,105	7,082	3,532	1,625	37,688	114,353

From: [Jacqui Curtis](#)
To: [s. 22](#); [Wiley-Smith, Mary](#); [s. 22](#)
Subject: FW: All SES: COVID-19 – latest advice for SES on 22 March [SEC=UNCLASSIFIED]
Date: Monday, 23 March 2020 9:01:06 AM
Attachments: [image001.png](#)
[image002.gif](#)

s. 47E

From: Internal Communication
Sent: Sunday, 22 March 2020 9:01 PM
Subject: All SES: COVID-19 – latest advice for SES on 22 March [SEC=UNCLASSIFIED]

COVID-19 – latest advice for SES on 22 March

All SES

Dear SES colleagues

You may be aware the ACT, NSW and Victorian governments have announced that over the next 48 hours shutdowns of non-essential activities will start to be imposed.

It is important that we as well placed as possible to continue our critical work for the Australian community through this challenging time.

We have sent a text message to all staff providing a link to information that currently applies to our people in the ACT, NSW and Victoria.

We require staff to come in to the office tomorrow morning, Monday 23 March, so we can brief them on what the arrangements mean for them and the ATO, and to ensure they are equipped to work from home if required and have the right IT in place.

Exceptions to the requirement to attend the office tomorrow are:

- those who have been identified as being in a higher risk category for COVID-19 and who have already made arrangements with their managers to work from home
- those who are required to self-isolate or currently are feeling unwell
- those who are already on approved leave
- any staff who are currently participating in the RDA pilot who have been asked to work from home on Monday
- those who have existing working from home arrangements in place.

We will have briefings for staff in the ACT, NSW and Victoria tomorrow morning, and staff will be sent an email to register soon.

It is likely that work arrangements will at some point be changed for staff in other locations and we will provide updated advice as the situation evolves.

We have a critical role to play as leaders through this difficult time.

We ask that you urgently turn your attention to:

- identifying which work in your branch is critical; this is a judgment call for you to make
- considering what meaningful non-critical work or training could be undertaken by your teams from home that does not require access to ATO systems.

You will need to consider this immediately for those staff in the ACT, NSW and Victoria, but should also be considering this for teams in other states as they may have to adopt similar measures over the coming days.

As you would appreciate, the situation is evolving very quickly. Thank you for working with us to safeguard the health and wellbeing of our people while we maintain critical services for the Australian community. You would be aware of the raft of economic measures recently announced by the Prime Minister, we have a crucial role in delivering these and our business continuity is absolutely essential.

We will continue to keep you up to date with emails and SES phone briefings as we respond to this challenge.

This information is current at **22 March 2020**.

Jacqui Curtis
 Chief Operating Officer
 Australian Taxation Office

Jeremy Geale
 COVID Response Committee
 Australian Taxation Office

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From: [Jacqui Curtis](#)
To: [Wiley-Smith, Mary](#); [s. 22](#)
Subject: FW: All staff: COVID-19 - latest advice on 22 March [SEC=UNCLASSIFIED]
Date: Monday, 23 March 2020 9:04:05 AM
Attachments: [image001.png](#)
[image002.gif](#)

The all staff message.

From: Internal Communication
Sent: Sunday, 22 March 2020 8:05 PM
Subject: All staff: COVID-19 - latest advice on 22 March [SEC=UNCLASSIFIED]



COVID-19 – latest advice on 22 March

All staff

At a glance:

- Come in to the office tomorrow, Monday 23 March
- On Monday we will brief you on our upcoming next steps

You may be aware the ACT, NSW and Victorian governments have announced that over the next 48 hours shutdowns of non-essential activities will start to be imposed.

It is important that we are as well placed as possible to continue our critical work for the Australian community through this challenging time, while also looking after your health and safety.

We require staff to come in to the office tomorrow morning, Monday 23 March, so we can brief you on what the arrangements mean for you and the ATO, and to ensure you are equipped to work from home if required and have the right IT in place.

Exceptions to the requirement to attend the office tomorrow are:

- those who have been identified as being in a higher risk category for COVID-19 and who have already made arrangements with their managers to work from home
- those who are required to self-isolate or currently are feeling unwell
- those who are already on approved leave
- any staff who are currently participating in the RDA pilot who have been asked to work from home on Monday
- those who have usual working from home arrangements in place.

We will have briefings for staff in the ACT, NSW, and Victoria on Monday morning – you will be sent an email to register soon.

It is likely that work arrangements will at some point be changed for staff in other locations.

We will provide updated advice as the situation evolves.

In the meantime, please carefully follow all advice around social distancing and hygiene.

This message was cross-published on ato.gov.au/staff and staff were notified SMS. If you didn't get an SMS, we encourage you to update your [SAP emergency contact details](#).

This information is current at **22 March 2020**.

Jacqui Curtis
Chief Operating Officer
Australian Taxation Office

Jeremy Geale
COVID Response Committee
Australian Taxation Office

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From: [Bradley Chapman](#)
To: [Wiley-Smith, Mary](#)
Subject: FW: ASU Federal court case [SEC=OFFICIAL]
Date: Friday, 4 December 2020 7:26:21 PM
Attachments: [Picture \(Device Independent Bitmap\) 1.jpg](#)
[Picture \(Device Independent Bitmap\) 2.jpg](#)
[Picture \(Device Independent Bitmap\) 3.jpg](#)
[Picture \(Device Independent Bitmap\) 4.jpg](#)

Hi Mary,
I think your address in the below emails may incorrectly have an underscore rather than a hyphen...so here they are in case you didn't receive them.
I hope all is well
Regards
Brad

Brad Chapman (FCPHR)
Deputy Commissioner
ATO People
Australian Taxation Office
P 07 3149 5548 M **s. 47F**

From: Woolcott, Peter
Sent: Friday, 4 December 2020 5:16 PM
To: Chris Jordan
Cc: Jacqui Curtis ; Bradley Chapman ; Hetherington, Patrick ; Jeremy Moore ;
xxxx.xxxxxxxxxxxx@xxxx.xxx.xx; Spaccavento, Marco
Subject: Re: ASU Federal court case [SEC=OFFICIAL]

**** This is an external email – exercise caution ****

Thanks Chris and much appreciated
Regards
Peter

Sent from my iPhone

On 4 Dec 2020, at 6:02 pm, Chris Jordan wrote:

Good afternoon Peter,
As you may already be aware from advice provided to staff at the APSC late last week and earlier this week, the ATO has been attempting to work through a dispute with the Australian Services Union (ASU) regarding current working from home arrangements resulting from the pandemic. **s. 22**

[Redacted text block]

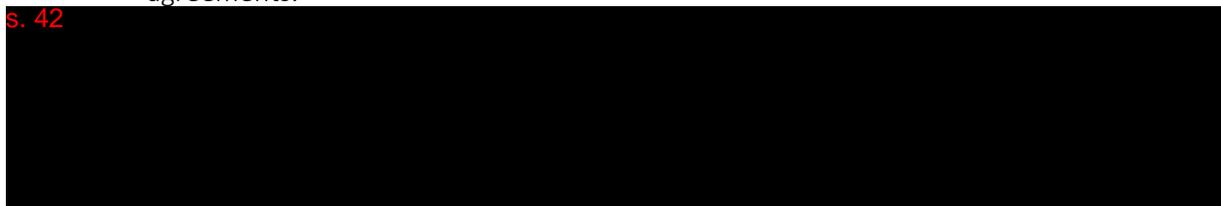
s. 22



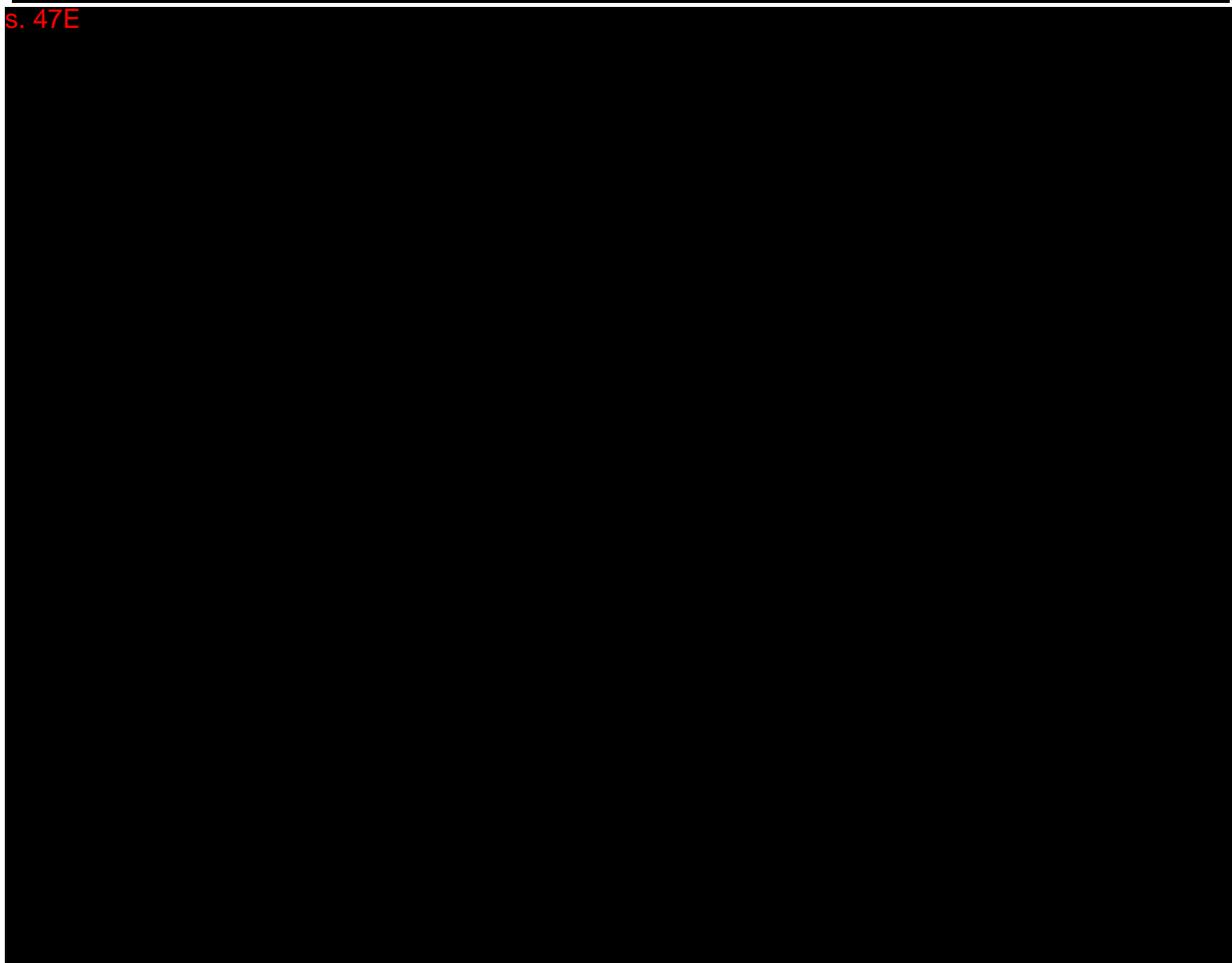
The ATO holds a different view to the ASU, in that our COVID working from home arrangements:

- were put in place to comply with Government directions and to protect our staff;
- covered classes of employees that are not covered by the relevant clauses of the ATO EA (such as our casual and non-APS staff);
- were always designed to be temporary rather than the longer term, business as usual arrangements contemplated in the ATO EA;
- provided (in practice) similar protections to our EA, and
- utilised completely different processes than our “normal” work from home agreements.

s. 42



s. 47E



If you or your staff would like any further information I would be happy to provide.

Regards

Chris

Chris Jordan AO

Commissioner of Taxation

Australian Taxation Office

P 02 621 61018

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From: [Wiley-Smith, Mary](#)
To: [Jacqui Curtis](#)
Cc: [xxxx.xxxxxx@xxx.xxx.xx](#); [Spaccavento, Marco](#); s. 22
Subject: FW: working from home [SEC=OFFICIAL:Sensitive]
Date: Tuesday, 31 March 2020 10:22:00 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

OFFICIAL:Sensitive

Hi Jacqui

Thanks for raising s. 22
and I'd suggest that decisions on home office equipment should be managed in the same way. I understand your broader WHS concerns but given all the factors at play it would be very hard to implement an APS-wide approach.

s. 47E

s. 22

Cheers
Mary

From: Jacqui Curtis <[xxxxxx.xxxxxx@xxx.xxx.xx](#)>
Sent: Monday, 30 March 2020 1:01 PM
To: Wiley-Smith, Mary <[xxxx.xxxxxxxxxxx@xxx.xxx.xx](#)>
Cc: Bradley Chapman <[xxxxxxx.xxxxxxx@xxx.xxx.xx](#)>
Subject: working from home [DLM=Sensitive]

Dear Mary
I did not want to raise this at the meeting this morning as I feel we are getting bogged down in some things around WFH, and that the redeployment piece is the most critical, however I did want to get your views on a few other things.

s. 22

s. 22 s. 47E
s. 22

s. 22

Finally, there is the issue of equipment for working from home. We are providing, IT equipment including monitors and mouse, as well as lap tops. Some agencies are letting staff take their chairs home, so far we have really only concentrated on staff with WHS plans in place that require special adjustments due to health concerns. Do you have a view on agencies making their own calls about equipment? My sense is we shouldn't be allowing big bulky equipment to go home, I feel it presents other dangers especially if people start wanting to move equipment themselves. s. 47E

For consideration and any thoughts when you get some time.

Thanks

Jacqui

Jacqui Curtis FAHRI

Chief Operating Officer
Enterprise Strategy & Corporate Operations
Australian Taxation Office

Adjunct Professor, University of Canberra

26 Narellan Street, Canberra City ACT 2600

P 02 6216 5071 M s. 47F



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From: [Jacqui Curtis](#)
To: [Wiley-Smith Mary](#)
Subject: Fwd: RE: Urgent media enquiry - s. 22 - COVID19 - working from home arrangements [SEC=UNCLASSIFIED]
Date: Monday, 23 March 2020 7:19:05 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Hi Mary

Are you able to assist with the query below? I can understand everyone very busy there but wondered if this just got overlooked? Thanks

Jacqui

Sent from Workspace ONE Boxer<<https://whatismworkspaceone.com/boxer>>

----- Forwarded message -----

From: Media Unit <xxxxxxxx@xxx.xxx.xx>
Date: 23 March 2020 at 6:17:26 pm AEDT
Subject: RE: Urgent media enquiry - s. 22 COVID19 - working from home arrangements [SEC=UNCLASSIFIED]
To: Jacqui Curtis <xxxxxx.xxxxxx@xxx.xxx.xx>,Bradley Chapman <Bradley.Chxxxxx@xxx.xxx.xx>,Jeremy Geale <xxxxxx.xxxxxx@xxx.xxx.xx>
Cc: Katherine Philp <xxxxxxxxxxxx@xxx.xxx.xx>, s. 47F
s. 47F
, Kath Anderson <xxxxxxxxxxxx@xxx.xxx.xx>, Media Unit <mediaunit@ato.gov.au>

Hello Jacqui, Brad, and Jeremy

Update – I am still awaiting approval on our response to s. 22 from the APSC COVID19 Taskforce meaning we have now missed the journalist's deadline.

The ASPSC COVID19 Taskforce has had our COO-approved response since 4:45pm AEDT and I have followed up via phone and email twice.

Thank you

s. 47F

Australian Taxation Office

s. 47F

Media line 02 621 61901

[ato.gov.au/media](http://www.ato.gov.au/media)<<http://www.ato.gov.au/media>>

From: Media Unit
Sent: Monday, 23 March 2020 3:48 PM
To: Jacqui Curtis; Bradley Chapman
Cc: Katherine Philp s. 47F ; Media Unit; Kath Anderson; Jeremy Geale
Subject: RE: Urgent media enquiry - s. 22 - COVID19 - working from home arrangements [SEC=UNCLASSIFIED]

Hello s. 47F, Jacqui, and Brad

Thank you.

I have sent our proposed response to the APSC COVID19 Taskforce for approval.

Once they have approved, I will respond to the journalist.

s. 47F

Australian Taxation Office

s. 47F

Media line 02 621 61901

ato.gov.au/media<<http://www.ato.gov.au/media>>

From: s. 47F On Behalf Of Jacqui Curtis

Sent: Monday, 23 March 2020 3:42 PM

To: Media Unit; Kath Anderson; Jeremy Geale; Jacqui Curtis

Cc: Bradley Chapman; Katherine Philp; s. 47F

Subject: RE: Urgent media enquiry - s. 22 - COVID19 - working from home arrangements [SEC=UNCLASSIFIED]

Importance: High

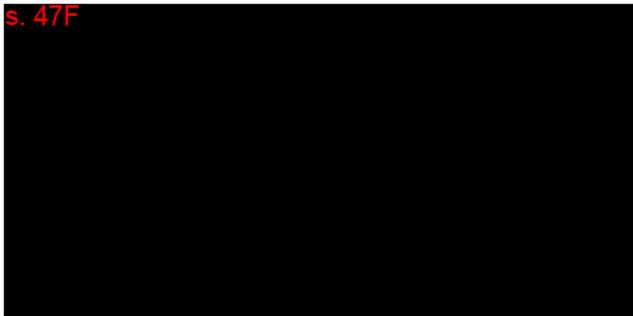
Hi s. 47F

Jacqui has approved the response to the media enquiry. No further changes.

Thanks

s. 47F

s. 47F



[mid:b4513edd2a2c849888c626e98311593d0f7368459bebb9b6f913a13b8ff94952@getboxer.com/image003.png@01D4407A.335F7A30]
<<https://www.facebook.com/ato.gov.au>>
[mid:b4513edd2a2c849888c626e98311593d0f7368459bebb9b6f913a13b8ff94952@getboxer.com/image004.png@01D4407A.335F7A30]
<<https://twitter.com/ato.gov.au>>
[mid:b4513edd2a2c849888c626e98311593d0f7368459bebb9b6f913a13b8ff94952@getboxer.com/image005.png@01D4407A.335F7A30]
<<https://www.linkedin.com/company/australian-taxation-office>>
[mid:b4513edd2a2c849888c626e98311593d0f7368459bebb9b6f913a13b8ff94952@getboxer.com/image006.png@01D4407A.335F7A30]
<<https://community.ato.gov.au/>>

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From: Media Unit
Sent: Monday, 23 March 2020 4:35 PM
To: Kath Anderson; Jeremy Geale; Jacqui Curtis
Cc: Bradley Chapman; Media Unit; Katherine Philp; s. 47F
Subject: Urgent media enquiry - s. 22 - COVID19 - working from home arrangements [SEC=UNCLASSIFIED]
Importance: High

Hello Kath, Jeremy and Jacqui

We have just received the following enquiry from s. 22. I have already given the APSC a heads up.

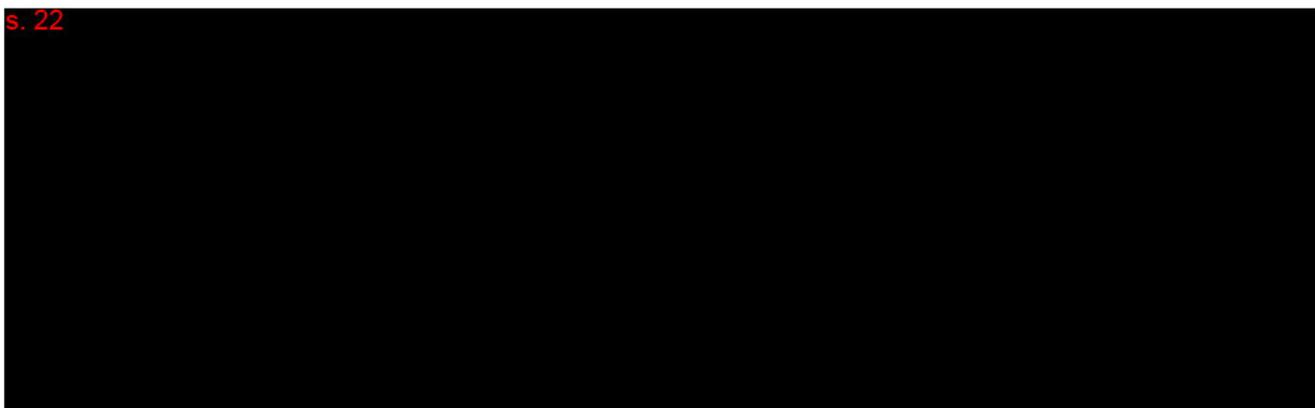
The response has been approved by Brad Chapman.

Action required

Can you please review and approve the response by 4:45pm AEDT?

Once you approve it, it will be sent to the APSC COVID-19 team for approval

s. 22



s. 22



Proposed response

The below response can be attributed to an ATO spokesperson:

The ATO is not intending to have a significant proportion of our workforce working from home from Tuesday 24 March.

There is currently no directive for ATO staff to work from home. Like many other organisations we are taking steps to ensure the ATO is well-prepared if there is a need for a portion of our workforce to work from home, regardless of the type of work they do.

s. 22



Only staff with specific work from home arrangements in place, such as those identified as taking part in a new Remote Desktop Access pilot and those considered to be at greater risk of COVID-19, have been asked to work from home.

If a staff member has an ATO issued device like a laptop, iPad, iPhone, we asking them to take these devices home with them as part of our preparations.

s. 47F



Australian Taxation Office

s. 47F



Media line 02 621 61901

ato.gov.au/media<<http://www.ato.gov.au/media>>

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From: [Wiley-Smith, Mary](#)
To: [Bradley Chapman](#)
Subject: RE: ASU Federal court case [SEC=OFFICIAL]
Date: Monday, 7 December 2020 11:36:00 AM

OFFICIAL

Many thanks Brad – and good luck!
 Hope you are well
 Cheers
 Mary

From: Bradley Chapman
Sent: Friday, 4 December 2020 7:25 PM
To: Wiley-Smith, Mary
Subject: FW: ASU Federal court case [SEC=OFFICIAL]

Hi Mary,
 I think your address in the below emails may incorrectly have an underscore rather than a hyphen...so here they are in case you didn't receive them.
 I hope all is well
 Regards
 Brad

Brad Chapman (FCPHR)
 Deputy Commissioner
 ATO People
 Australian Taxation Office
 P 07 3149 5548 M s. 47F

From: Woolcott, Peter <[xxxxx.xxxxxxxx@xxx.xxx.xx](#)>
Sent: Friday, 4 December 2020 5:16 PM
To: Chris Jordan <[xxxxx.xxxxxx@xxx.xxx.xx](#)>
Cc: Jacqui Curtis <[xxxxxx.xxxxxx@xxx.xxx.xx](#)>; Bradley Chapman <[xxxxxx.xxxxxx@xxx.xxx.xx](#)>; Hetherington, Patrick <[xxxxxx.xxxxxxx@xxx.xxx.xx](#)>; Jeremy Moore <[xxxxxx.xxxxx@xxx.xxx.xx](#)>; [xxxx.xxxxxxx@xxx.xxx.xx](#); Spaccavento, Marco <[xxxxxx.xxxxxxx@xxx.xxx.xx](#)>
Subject: Re: ASU Federal court case [SEC=OFFICIAL]

**** This is an external email – exercise caution ****

Thanks Chris and much appreciated
 Regards
 Peter

Sent from my iPhone

On 4 Dec 2020, at 6:02 pm, Chris Jordan <[xxxxxx.xxxxxx@xxx.xxx.xx](#)> wrote:

Good afternoon Peter,
 As you may already be aware from advice provided to staff at the APSC late last week and earlier this week, the ATO has been attempting to work through a dispute with the Australian Services Union (ASU) regarding current working from home arrangements resulting from the pandemic. s. 22

s. 22

[Redacted text block]

The ATO holds a different view to the ASU, in that our COVID working from home arrangements:

- were put in place to comply with Government directions and to protect our staff;
- covered classes of employees that are not covered by the relevant clauses of the ATO EA (such as our casual and non-APS staff);
- were always designed to be temporary rather than the longer term, business as usual arrangements contemplated in the ATO EA;
- provided (in practice) similar protections to our EA, and
- utilised completely different processes than our “normal” work from home agreements

s. 42

[Redacted text block]

s. 47E

[Redacted text block]

If you or your staff would like any further information I would be happy to provide.

Regards

Chris

Chris Jordan AO

Commissioner of Taxation

Australian Taxation Office

P 02 621 61018

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From: [Wiley-Smith, Mary](#)
To: s. 47F
Subject: RE: ASU Federal court case [SEC=OFFICIAL]
Date: Monday, 7 December 2020 3:31:00 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)

OFFICIAL

Many thanks s. 47F

From: s. 47F
Sent: Monday, 7 December 2020 8:15 AM
To: Wiley-Smith, Mary
Subject: FW: ASU Federal court case [SEC=OFFICIAL]
Hi Mary

Apologies but I think I had an incorrect email id for you.
Regards

s. 47F

s. 47F
[Redacted]

From: Chris Jordan
Sent: Friday, 4 December 2020 6:02 PM
To: Peter Woolcott AO (xxxxx.xxxxxxxx@xxx.xxx.xx) <xxxxx.xxxxxxxx@xxx.xxx.xx>
Cc: Jacqui Curtis <xxxxxx.xxxxxx@xxx.xxx.xx>; Chapman, Bradley <xxxxxxx.xxxxxxxx@xxx.xxx.xx>; Jeremy Moore <xxxxxxx.xxxxx@xxx.xxx.xx>; xxxx.xxxxxxxx@xxx.xxx.xx
Subject: ASU Federal court case [SEC=OFFICIAL]

Good afternoon Peter,

As you may already be aware from advice provided to staff at the APSC late last week and earlier this week, the ATO has been attempting to work through a dispute with the Australian Services Union (ASU) regarding current working from home arrangements resulting from the pandemic. s. 22

s. 22
[Redacted]

The ATO holds a different view to the ASU, in that our COVID working from home arrangements: were put in place to comply with Government directions and to protect our staff; covered classes of employees that are not covered by the relevant clauses of the ATO EA (such as our casual and non-APS staff); were always designed to be temporary rather than the longer term, business as usual

arrangements contemplated in the ATO EA;
rovided (in practice) similar protections to our EA, and
tilised completely different processes than our "normal" work from home agreements.



If you or your staff would like any further information I would be happy to provide.

Regards

Chris

Chris Jordan AO

Commissioner of Taxation

Australian Taxation Office

P 02 621 61018



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please notify the Privacy Hotline of the Australian Taxation Office, telephone 1300 661 542 and delete all copies of this transmission together with any attachments.

From: [Jacqui Curtis](#)
To: [Wiley-Smith Mary](#)
Subject: Re: FW: working from home [SEC=OFFICIAL:Sensitive] [SEC=UNCLASSIFIED]
Date: Tuesday, 31 March 2020 10:27:37 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Wonderful thanks Mary. Really good to see we are on same page.

s. 22

Jacqui

Sent from Workspace ONE Boxer<<https://whatisworkspaceone.com/boxer>>

On 31 March 2020 at 10:22:38 am AEDT, Wiley-Smith, Mary <Mary.Wiley-Smith@apsc.gov.au> wrote:

OFFICIAL:Sensitive

Hi Jacqui

Thanks for raising **s. 22** and I'd suggest that decisions on home office equipment should be managed in the same way. I understand your broader WHS concerns but given all the factors at play it would be very hard to implement an APS-wide approach.

s. 47E

s. 22

Cheers

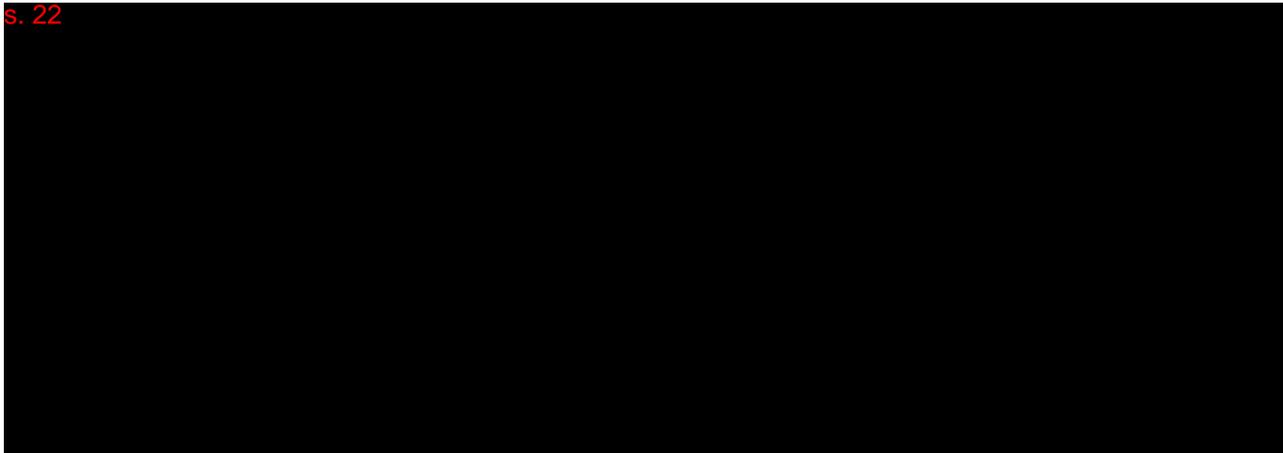
Mary

From: Jacqui Curtis <Jacqui.Curtis@ato.gov.au<<mailto:Jacqui.Curtis@ato.gov.au>>>
Sent: Monday, 30 March 2020 1:01 PM
To: Wiley-Smith, Mary <Mary.Wiley-Smith@apsc.gov.au<<mailto:Mary.Wiley-Smith@apsc.gov.au>>>
Cc: Bradley Chapman <Bradley.Chapman@ato.gov.au<<mailto:Bradley.Chapman@ato.gov.au>>>
Subject: working from home [DLM=Sensitive]

Dear Mary

I did not want to raise this at the meeting this morning as I feel we are getting bogged down in some things around WFH, and that the redeployment piece is the most critical, however I did want to get your views on a few other things.

s. 22



s. 22

s. 47E

s. 22



Finally, there is the issue of equipment for working from home. We are providing, IT equipment including monitors and mouse, as well as lap tops. Some agencies are letting staff take their chairs home, so far we have really only concentrated on staff with WHS plans in place that require special adjustments due to health concerns. Do you have a view on agencies making their own calls about equipment? My sense is we shouldn't be allowing big bulky equipment to go home, I feel it presents other dangers especially if people start wanting to move equipment themselves. s. 47E



For consideration and any thoughts when you get some time.

Thanks

Jacqui

Jacqui Curtis FAHRI

Chief Operating Officer
Enterprise Strategy & Corporate Operations

Australian Taxation Office

Adjunct Professor, University of Canberra

26 Narellan Street, Canberra City ACT 2600
P 02 6216 5071 M s. 47F

[mid:3e9f29c7a05ad00c640e903175dbfa5b20f82adba4c8b0e52a9759e1914b4936@getboxer.com/image003.png@01D4407A.335F7A30]
<<https://www.facebook.com/ato.gov.au>>
[mid:3e9f29c7a05ad00c640e903175dbfa5b20f82adba4c8b0e52a9759e1914b4936@getboxer.com/image004.png@01D4407A.335F7A30]
<https://twitter.com/ato_gov_au>
[mid:3e9f29c7a05ad00c640e903175dbfa5b20f82adba4c8b0e52a9759e1914b4936@getboxer.com/image005.png@01D4407A.335F7A30]
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From: Wiley-Smith, Mary
To: Jacqui Curtis
Cc: Spaccavento, Marco; s. 22
Subject: Re: Urgent media enquiry - s. 22 - COVID19 - working from home arrangements [SEC=UNCLASSIFIED]
Date: Monday, 23 March 2020 8:22:24 PM

Apologies Jacqui - there must be a breakdown in the system as we cleared the response this afternoon.

I'll find out what happened - and fix

Cheers
Mary

Sent from my iPhone

> On 23 Mar 2020, at 7:19 pm, Jacqui Curtis <xxxxxx.xxxxxx@xxx.xxx.xx> wrote:
>
> Hi Mary
>
> Are you able to assist with the query below? I can understand everyone very busy there but wondered if this just got overlooked?
Thanks

> Jacqui

> Sent from Workspace ONE Boxer<<https://whatismworkspaceone.com/boxer>>

> ----- Forwarded message -----

> From: Media Unit <xxxxxxxxx@xxx.xxx.xx>
> Date: 23 March 2020 at 6:17:26 pm AEDT
> Subject: RE: Urgent media enquiry - s. 22 COVID19 - working from home arrangements [SEC=UNCLASSIFIED]
> To: Jacqui Curtis <xxxxxx.xxxxxx@xxx.xxx.xx>,Bradley Chapman <Bradley.xxxxxxx@xxx.xxx.xx>,Jeremy Geale <xxxxxx.xxxxxx@xxx.xxx.xx>
> Cc: Katherine Philp <xxxxxxxxx.xxxxxx@xxx.xxx.xs. 47F> Kath Anderson <xxxxxxxxx.xxxxxxx@xxx.xxx.xx>,Media Unit <mediaunit@ato.gov.au>

> Hello Jacqui, Brad, and Jeremy

> Update – I am still awaiting approval on our response to s. 22 from the APSC COVID19 Taskforce meaning we have now missed the journalist's deadline.

> The ASPS COVID19 Taskforce has had our COO-approved response since 4:45pm AEDT and I have followed up via phone and email twice.

> Thank you

s. 47F
[Redacted]

> Australian Taxation Office

s. 47F [Redacted] Media line 02 621 61901

> ato.gov.au/media<<http://www.ato.gov.au/media>>

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>
> From: Media Unit
> Sent: Monday, 23 March 2020 3:48 PM
> To: Jacqui Curtis; Bradley Chapman
> Cc: Katherine Philp; s. 47F Media Unit; Kath Anderson; Jeremy Geale
> Subject: RE: Urgent media enquiry - s. 22 - COVID19 - working from home arrangements [SEC=UNCLASSIFIED]

>
>
>
> Hello s. 47F, Jacqui, and Brad

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>
> Thank you.

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>
> I have sent our proposed response to the APSC COVID19 Taskforce for approval.

>
>
>
> Once they have approved, I will respond to the journalist.

s. 47F
[Redacted]

s. 47F Media line 02 621 61901

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> ato.gov.au/media<<http://www.ato.gov.au/media>>

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> From: s. 47F On Behalf Of Jacqui Curtis
> Sent: Monday, 23 March 2020 3:42 PM
> To: Media Unit; Kath Anderson; Jeremy Geale; Jacqui Curtis
> Cc: Bradley Chapman; Katherine Philp; s. 47F
> Subject: RE: Urgent media enquiry - s. 22 COVID19 - working from home arrangements [SEC=UNCLASSIFIED]
> Importance: High

>
>
>
> Hi s. 47F

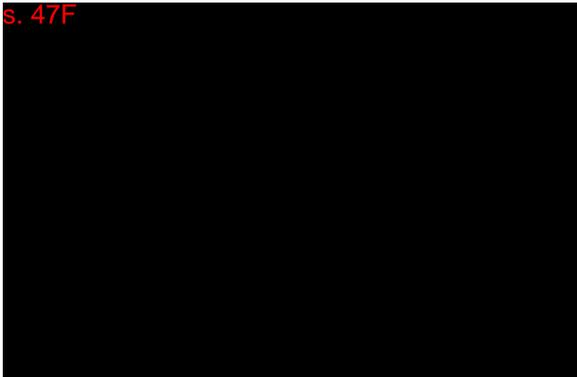
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>
> Jacqui has approved the response to the media enquiry. No further changes.

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> Thanks

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> s. 47F

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s. 47F



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> From: Media Unit

> Sent: Monday, 23 March 2020 4:35 PM

> To: Kath Anderson; Jeremy Geale; Jacqui Curtis

> Cc: Bradley Chapman; Media Unit; Katherine Philp; s. 47F

> Subject: Urgent media enquiry s. 22 - COVID19 - working from home arrangements [SEC=UNCLASSIFIED]

> Importance: High

>
>

> Hello Kath, Jeremy and Jacqui

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>
>

> We have just received the following enquiry from s. 22 . I have already given the APSC a heads up.

>
>
>

> The response has been approved by Brad Chapman.

>
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>

> Action required

>
>

> Can you please review and approve the response by 4:45pm AEDT?

>
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>

> Once you approve it, it will be sent to the APSC COVID-19 team for approval

>
>
>

> Enquiry

s. 22



> Proposed response

>

> The below response can be attributed to an ATO spokesperson:

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>

> The ATO is not intending to have a significant proportion of our workforce working from home from Tuesday 24 March.

>

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>

> There is currently no directive for ATO staff to work from home. Like many other organisations we are taking steps to ensure the ATO is well-prepared if there is a need for a portion of our workforce to work from home, regardless of the type of work they do.

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s. 22

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> Only staff with specific work from home arrangements in place, such as those identified as taking part in a new Remote Desktop Access pilot and those considered to be at greater risk of COVID-19, have been asked to work from home.

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> If a staff member has an ATO issued device like a laptop, iPad, iPhone, we asking them to take these devices home with them as part of our preparations.

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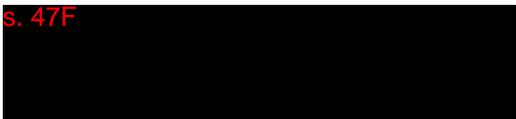
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s. 47F



> Australian Taxation Office

s. 47F

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>
> Australian Taxation Office
s. 47F [redacted] Media line 02 621 61901

> ato.gov.au/media<<http://www.ato.gov.au/media>>

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> From: Media Unit
> Sent: Monday, 23 March 2020 3:48 PM
> To: Jacqui Curtis; Bradley Chapman
> Cc: Katherine Philp; s. 47F [redacted]; Media Unit; Kath Anderson; Jeremy Geale
> Subject: RE: Urgent media enquiry - s. 22 [redacted] - COVID19 - working from home arrangements [SEC=UNCLASSIFIED]

> Hello s. 47F [redacted], Jacqui, and Brad

> Thank you.

> I have sent our proposed response to the APSC COVID19 Taskforce for approval.

> Once they have approved, I will respond to the journalist.

s. 47F [redacted]

> Australian Taxation Office
s. 47F [redacted] Media line 02 621 61901

> ato.gov.au/media<<http://www.ato.gov.au/media>>

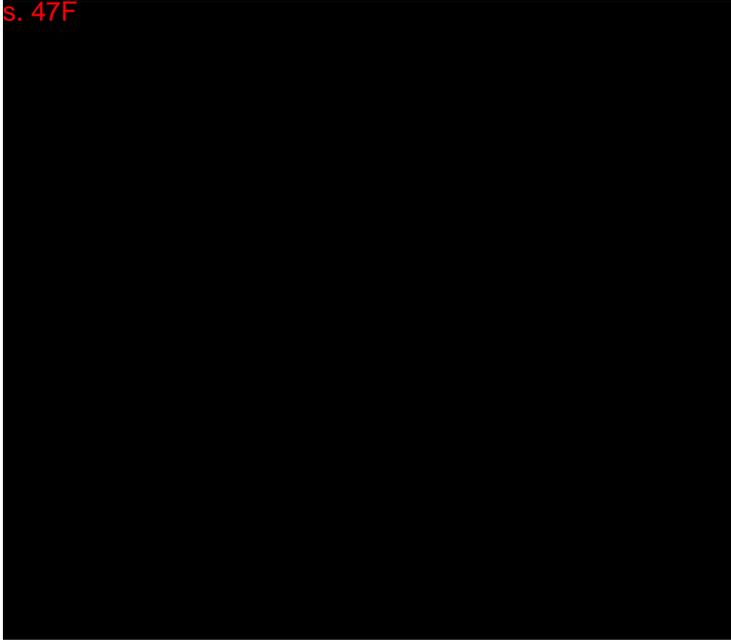
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>
> From: s. 47F [redacted] On Behalf Of Jacqui Curtis
> Sent: Monday, 23 March 2020 3:42 PM
> To: Media Unit; Kath Anderson; Jeremy Geale; Jacqui Curtis
> Cc: Bradley Chapman; Katherine Philp; s. 47F [redacted]
> Subject: RE: Urgent media enquiry - s. 22 [redacted] COVID19 - working from home arrangements [SEC=UNCLASSIFIED]
> Importance: High

> Hi s. 47F [redacted]

> Jacqui has approved the response to the media enquiry. No further changes.

>
>
> Thanks
>
>

s. 47F



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> From: Media Unit
> Sent: Monday, 23 March 2020 4:35 PM
> To: Kath Anderson; Jeremy Geale; Jacqui Curtis
> Cc: Bradley Chapman; Media Unit; Katherine Philp; s. 47F
> Subject: Urgent media enquiry s. 22 COVID19 - working from home arrangements [SEC=UNCLASSIFIED]
> Importance: High

>
>
>
> Hello Kath, Jeremy and Jacqui

>
>
>
> We have just received the following enquiry from s. 22. I have already given the APSC a heads up.

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>
> The response has been approved by Brad Chapman.

>
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> Action required
>
> Can you please review and approve the response by 4:45pm AEDT?

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 >
 > *****
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From: [Wiley-Smith, Mary](#)
To: "[Jacqui Curtis](#)"
Subject: RE: working from home capability ATO [DLM=SENSITIVE]
Date: Thursday, 26 March 2020 6:22:00 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

SENSITIVE

Many thanks for the update Jacqui – very useful

From: Jacqui Curtis
Sent: Thursday, 26 March 2020 5:43 PM
To: s. 22
Cc: s. 22; Wiley-Smith, Mary
Subject: working from home capability ATO [DLM=Sensitive]
ATO WFH Capacity – as requested by COO Committee today. s. 22

Across labour hire and employees more than 6,000 people logged on remotely today (approx. 25% of the workforce). However, we do know some people did experience intermittent technical difficulties today, and it is not yet clear whether this is due to internal factors, external factors such as capacity of NBN) or a combination of both.

Subject to resolving today’s technical issues, we can immediately offer WFH to:

- 14,000 of 18,500 employees (75%) who have the capacity to work from home now;
- 90% of our labour hire has capacity to work from (last month we had approximately 5,600 labour hire);
- None of our outsourced call centre staff.

We would expect to be able scale up to close to 100% of employees working from home over the next 3-4 weeks as the remote working solution for call centre staff is finalised and we allocate new equipment to staff. This would include approximately 2,400 outsourced call centre staff.

All of the above is subject to caveats, such as dependency and capacity of external networks, successful completion of pilots and managing the trade-off in productivity associated with working from home.

s. 22
[Redacted]

Jacqui Curtis FAHRI
Chief Operating Officer
Enterprise Strategy & Corporate Operations
Australian Taxation Office

Adjunct Professor, University of Canberra
26 Narellan Street, Canberra City ACT 2600
P 02 6216 5071 M s. 47F



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From: [Wiley-Smith, Mary](#)

To: s. 22
"jacqui.curtis@ato.gov.au"; s. 22

Subject: Victorian Government - working from home update [SEC=OFFICIAL:Sensitive]

Date: Friday, 29 May 2020 4:43:00 PM

Attachments: [image001.png](#)
[image002.jpg](#)
[image005.jpg](#)
[image006.jpg](#)
[image003.jpg](#)

OFFICIAL:Sensitive

Dear Colleagues

We understand, via a tweet from the Victorian Premier, that the formal directions from Victoria's Chief Health Officer will be changed shortly. This change is expected to require employees who have been working from home in Victoria to continue doing so for the time being.

This should not affect employees who have continued to attend workplaces, but may affect return to usual workplace planning for other Australian Government employees in Victoria.

At the time of writing it did not appear that directions had been formally updated, but agencies should consider the expected change and act accordingly.

Wishing you all a restful long weekend.

Cheers

Mary

Mary Wiley-Smith

Deputy Commissioner

Australian Public Service Commission

Level 5, B Block, Treasury Building, Parkes Place West, PARKES ACT 2600
GPO Box 3176 CANBERRA ACT 2601

t: **02 6202 3504** w: www.apsc.gov.au

s. 47F

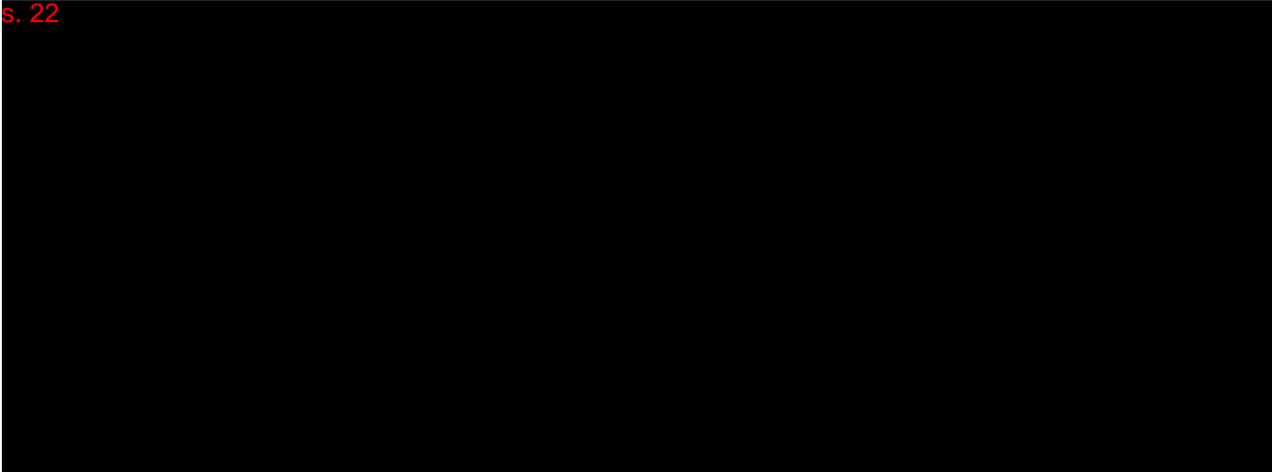


From: [Jacqui Curtis](#)
To: [Wiley-Smith, Mary](#)
Cc: [Bradley Chapman](#)
Subject: working from home [DLM=Sensitive]
Date: Monday, 30 March 2020 1:01:30 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Dear Mary

I did not want to raise this at the meeting this morning as I feel we are getting bogged down in some things around WFH, and that the redeployment piece is the most critical, however I did want to get your views on a few other things.

s. 22



s. 22 s. 47E



Finally, there is the issue of equipment for working from home. We are providing, IT equipment including monitors and mouse, as well as lap tops. Some agencies are letting staff take their chairs home, so far we have really only concentrated on staff with WHS plans in place that require special adjustments due to health concerns. Do you have a view on agencies making their own calls about equipment? My sense is we shouldn't be allowing big bulky equipment to go home, I feel it presents other dangers especially if people start wanting to move equipment themselves. s. 47E



For consideration and any thoughts when you get some time.

Thanks

Jacqui

Jacqui Curtis FAHRI
Chief Operating Officer
Enterprise Strategy & Corporate Operations

Australian Taxation Office

Adjunct Professor, University of Canberra

26 Narellan Street, Canberra City ACT 2600

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From: Jacqui Curtis
To: s. 22
Cc: s. 22 Wiley-Smith, Mary
Subject: working from home capability ATO [DLM=Sensitive]
Date: Thursday, 26 March 2020 5:43:31 PM
Attachments: image001.png
image002.png
image003.png
image004.png

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s. 22

Jacqui Curtis FAHRI
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