

**DIRECTIVE No. 5/14***Supersedes: 3/13*

## Commission Chief Executive Directive: Workforce profile and work performance information

### 1. Purpose:

To specify the obligations of departments to submit work performance and workforce profile information to the Public Service Commission (PSC).

### 2. Effective date:

1 July 2014

### 3. Legislative provisions:

Sections 22, 23, 46(1)(j), 53 and 88H of the *Public Service Act 2008* (PSA).

### 4. Application:

*Work performance information:* Queensland government departments to which Chapter 3, Part 6 of the PSA applies.

*Workforce profile information:* Queensland government departments under the PSA and other entities by agreement between the entity's chief executive and the Public Service Commission (PSC) chief executive. Where such agreement is reached, entities must comply with this directive as though they were departments.

### 5. Previous references:

Directives 2/06 and 04/01

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### 6. Provisions:

- 6.1 Relevant departments must provide the PSC with workforce profile information and information about work performance matters as required by the PSC.
- 6.2 The PSC will notify relevant departments in writing, from time to time, the information required, and the form, manner and timeliness for submission to the PSC.
- 6.3 The [workforce profile](#) and [work performance](#) information required by the PSC will be published on the [PSC website](#).



- 6.4 Chief Executives are responsible for the accuracy, integrity and timeliness of information submitted to the PSC.
- 6.5 On written request, the CCE may exempt departments from providing workforce profile information, if satisfied that the exemption will not compromise the PSC's statutory duty to report to the Minister on the workforce profile.