

## Sarah Partosh

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**From:** Mark Morris  
**Sent:** Thursday, 23 April 2020 12:59 AM  
**To:** Rod Moreno; Christopher Powell  
**Cc:** Stuart Busby  
**Subject:** RE: Missing camera

1. I find it hard to believe that we are up to approaching police now without further steps first.
2. Before we approach the police we are going to have to brief Filly if we get to that stage.
3. We are going to need to document the process for missing items as a part of asset management. Please ensure this is on your agenda Rod.
4. Indeed write off procedures and briefs to CFO shouldn't be until other avenues exhausted.
5. [REDACTED]
6. I would think the process steps would include written comms to [REDACTED] and [REDACTED] querying about the camera so we can get a written response [REDACTED] as records. Just need to confirm who can email them in this instance. Rod?
7. [REDACTED] Exempt Sch.3(10)(1)(a) [REDACTED] And is there a documented process around how we engage Police?
8. Regardless of the specific steps in relation to this missing camera Rod can you please commence normal routine stocktake activities ASAP and potentially schedule GMU to be first on your list?
9. As a part of the normal stocktake documented process (this might be something you're working on) it seems there's a step missing. If there's a missing item do we just simply write it off without considering theft?
10. Is there a precedent in recent years of missing items and theft investigations that we can refer to?

Thanks,



Queensland  
Government

**Mark Morris**

Director  
Ministerial Services  
Department of the Premier and Cabinet

P [REDACTED] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Sent:** Wednesday, 22 April 2020 4:00 PM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>; Christopher Powell <[chris.powell@premiers.qld.gov.au](mailto:chris.powell@premiers.qld.gov.au)>  
**Subject:** Re: Missing camera

Good question Mark, I'm not aware of any as I've never had to go down that route. Can we model it off the petty cash process Chris talks about. It's a similar principal. Happy to be guided if that is the direction you and Chris want to take.

Regards

Rod Moreno

---

**From:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Date:** Wednesday, 22 April 2020 at 3:34 pm

**To:** Chris Powell <[chris.powell@premiers.qld.gov.au](mailto:chris.powell@premiers.qld.gov.au)>, Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera

Is there a documented process you can send me that we can adhere to?



**Mark Morris**  
Director  
Ministerial Services  
Department of the Premier and Cabinet  
P [redacted] | E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Christopher Powell <[chris.powell@premiers.qld.gov.au](mailto:chris.powell@premiers.qld.gov.au)>  
**Sent:** Wednesday, 22 April 2020 2:53 PM  
**To:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Cc:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera

I understand, but write off procedures can't commence until all avenues are exhausted first.

Thanks CP



**Chris Powell**  
Manager - Finance and Administration  
Ministerial Services Branch  
Department of the Premier and Cabinet  
P 07 3003 9069 M [redacted]  
1 William Street, Level 28, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Rod Moreno  
**Sent:** Wednesday, 22 April 2020 2:47 PM  
**To:** Christopher Powell <[chris.powell@premiers.qld.gov.au](mailto:chris.powell@premiers.qld.gov.au)>  
**Cc:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** Re: Missing camera

I was only covering the administrative steps, discussions on investigative or disciplinary action can follow.

Rod

---

**From:** Chris Powell <[chris.powell@premiers.qld.gov.au](mailto:chris.powell@premiers.qld.gov.au)>  
**Date:** Wednesday, 22 April 2020 at 2:32 pm  
**To:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Cc:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera

I think we are missing a huge step, here, we need to call in the Police who need to investigate the possibility of theft, Exempt Sch.3(10)(1)(a) I believe that camera was worth over \$1,000 including lenses over \$2,000. That is not a simple no care write off.

Thanks CP



**Chris Powell**

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

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

**From:** Rod Moreno  
**Sent:** Wednesday, 22 April 2020 12:27 PM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>; Christopher Powell <[chris.powell@premiers.qld.gov.au](mailto:chris.powell@premiers.qld.gov.au)>  
**Cc:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Subject:** FW: Missing camera

Hi gents,

Please see additional email response from Kerryn re missing camera. I believe the next administrative steps should be as follows:

- Review the process for exiting GMU staff, as they may not be managed by a typical office manager role eg. covering a staff exit checklist.
- Write a brief to CFO requesting the approval of writeoff for camera, and include any other equipment ready for disposal (eg. superseded items in IT run up room on 29)

The general stocktake process will follow as such:

- Carry out a physical stocktake of level 31 GMU including all other common areas eg server rooms, MSB IT on 28, IT run up room on 29, Citec & Parl house (if accessible)
- Confirm location/possession/photo of non IP traceable items not sighted during stocktake via email with relevant OM, GMU staff, these items may include cameras, drones, mics, gimbals, conference phones.
- Other items not accessible to the client but visible to us will be Server racks, IT switches, satellite phones (no data), UPS units.
- As per normal stocktake process, work with IT to provide reports from *mobile iron* (ipads, iphones), and other IT systems where IP items report back to base providing asset activity and visibility for those items such as, Printers, laptops, desktops, servers
- Compile data and asses results, items written off and prepared for disposal as a result of: end of life, damage, lost, stolen, will form part of brief to CFO for write off from SAP asset module prior to 30 June.
- Physical disposal of items will be arranged post CFO approval using G1 asset management (SOA approved)

Note: The main difference in the above from a standard stocktake is that there will not be a Ministerial office walkthrough sighting items, with the benefit of technology I believe we can interpret current server activity (IP based items) for a physical device as they are all attached to a location and for personal items such as ipads, laptops iphones also attached to a staff member.

If the above is approved, I would like to begin the onsite process Monday 27/4.

Happy to discuss.

Regards

Rod Moreno

---

**From:** Kerryn Manifold <[Kerryn.Manifold@ministerial.qld.gov.au](mailto:Kerryn.Manifold@ministerial.qld.gov.au)>  
**Date:** Monday, 20 April 2020 at 1:27 pm  
**To:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera

CTPI

**From:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Sent:** Monday, 20 April 2020 1:16 PM  
**To:** Kerryn Manifold <[Kerryn.Manifold@ministerial.qld.gov.au](mailto:Kerryn.Manifold@ministerial.qld.gov.au)>  
**Subject:** FW: Missing camera

Hi Kerryn,

Thanks for your reply below, in order to assist us with the next steps, can you please confirm who has been contacted in relation to the camera's whereabouts. And to your knowledge, who was the last person in possession of the camera?

Many thanks



**Queensland  
Government**

**Rod Moreno**  
Senior Administration Officer  
Ministerial Services  
Department of the Premier and Cabinet

P 07 300 39076 M [REDACTED]  
Level 28, 1 William Street, Brisbane QLD 4000,  
PO Box 15185, City East, QLD 4002

---

**From:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Sent:** Wednesday, 15 April 2020 6:45 PM  
**To:** Kerryn Manifold (Ministerial) <[Kerryn.manifold@ministerial.qld.gov.au](mailto:Kerryn.manifold@ministerial.qld.gov.au)>  
**Cc:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera

Thanks for this advice Kerryn, we will action and return to you shortly.



**Stuart Busby**

Acting General Manager  
Government Services  
Department of the Premier and Cabinet

P 07 300 39279 M [REDACTED] E [stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Kerryn Manifold <[Kerryn.Manifold@ministerial.qld.gov.au](mailto:Kerryn.Manifold@ministerial.qld.gov.au)>  
**Sent:** Wednesday, 15 April 2020 2:33 PM  
**To:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Subject:** Missing camera

Hi Start – following on from our discussion yesterday, I can confirm that the GMU is unable to locate a Sony A7 camera. After contacting several people about its whereabouts, we are unable to locate it.



**Kerryn Manifold**

Director - Government Media Unit  
**Office of the Hon. Anastacia Palaszczuk MP**  
Premier of Queensland and Minister for Trade

P 07 3719 7023 M [REDACTED]  
1 William Street, Brisbane QLD 4000  
PO Box 15185 City East QLD 4002

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Please consider the environment before printing this email.

Released under RTI - DPC

**Sarah Partosh**

---

**From:** Mark Morris  
**Sent:** Thursday, 23 April 2020 4:34 PM  
**To:** Rod Moreno  
**Cc:** Christopher Powell; Stuart Busby  
**Subject:** RE: Draft - missing camera email.

Hi Rod,

Before proceeding any further on the investigations can you please check with Kate & DPC team around missing item protocols/documentated procedures?

In the meantime I'll review the draft below.

Thanks,



Queensland  
Government

**Mark Morris**  
Director  
Ministerial Services  
Department of the Premier and Cabinet  
P [redacted] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Sent:** Thursday, 23 April 2020 1:51 PM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Cc:** Christopher Powell <[chris.powell@premiers.qld.gov.au](mailto:chris.powell@premiers.qld.gov.au)>; Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Subject:** Draft - missing camera email.

Hi Mark,

Below is a draft email I was intending on individually sending to [redacted] and [redacted] from GMU, and potentially [redacted] if HR have a personal email address [redacted]. Can you please have a look at it and let me know if you are happy with the content/questions I'm asking?

Thanks

Rod

Hi [redacted]

In relation to the missing Sony camera and lens kit allocated to GMU, can you please confirm the following information in order for us to proceed further.

- Approximately when was the camera/lens kit noticed as missing?

- Who was the camera allocated to, or most frequently used by?
- To your knowledge, who was the last person to have it?
- Has the camera been returned/received?

Best regards



**Queensland  
Government**

**Rod Moreno**

Senior Administration Officer

**Ministerial Services**

Department of the Premier and Cabinet

P 07 300 39076 M [REDACTED]

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

Released under RTI - DPC







**Mark Morris**  
Director  
**Ministerial Services**  
Department of the Premier and Cabinet  
P [redacted] | E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Sent:** Thursday, 23 April 2020 1:51 PM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Cc:** Christopher Powell <[chris.powell@premiers.qld.gov.au](mailto:chris.powell@premiers.qld.gov.au)>; Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Subject:** Draft - missing camera email.

Hi Mark,

Below is a draft email I was intending on individually sending to [redacted] and [redacted] from GMU, and potentially [redacted] if HR have a personal email address [redacted]. Can you please have a look at it and let me know if you are happy with the content/questions I'm asking?

Thanks

Rod

Hi [redacted]

In relation to the missing Sony camera and lens kit allocated to GMU, can you please confirm the following information in order for us to proceed further.

1. Approximately when was the camera/lens kit noticed as missing?
2. Who was the camera allocated to, or most frequently used by?
3. To your knowledge, who was the last person to have it?
4. Has the camera been returned/received?

Best regards



**Rod Moreno**  
Senior Administration Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
-----  
P 07 300 39076 M [redacted]  
Level 28, 1 William Street, Brisbane QLD 4000,  
PO Box 15185, City East, QLD 4002

**Sarah Partosh**

---

**From:** Rod Moreno  
**Sent:** Monday, 27 April 2020 8:55 AM  
**To:** Mikhal Mitchell  
**Subject:** Re: email address [redacted]

Ok, thank you 😊

---

**From:** Mikhal Mitchell <Mikhal.Mitchell@premiers.qld.gov.au>  
**Date:** Monday, 27 April 2020 at 8:53 am  
**To:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>  
**Subject:** RE: email address [redacted]

Hi Rod

This is what we had on file from 2015.

[redacted]

cheers  
Mik



**Queensland**  
Government

**Mikhal Mitchell**  
Manager – Human Resources  
**Ministerial Services**  
Department of the Premier and Cabinet  
P 07 3003 9080 M [redacted]  
Level 28, 1 William Street, Brisbane  
PO Box 15185, City East, QLD 4002

---

**From:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>  
**Sent:** Monday, 27 April 2020 8:46 AM  
**To:** Mikhal Mitchell <Mikhal.Mitchell@premiers.qld.gov.au>  
**Subject:** email address [redacted]

Hi Mikhal,

Would you have an email address for [redacted] that I could have for work related purposes?

Cheers



**Rod Moreno**  
Senior Administration Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

P 07 300 39076 M [REDACTED]  
Level 28, 1 William Street, Brisbane QLD 4000,  
PO Box 15185, City East, QLD 4002

Released under RTI - DPC

## Sarah Partosh

---

**From:** Mark Morris  
**Sent:** Thursday, 30 April 2020 11:11 PM  
**To:** Rod Moreno  
**Subject:** RE: Process for unfound/missing asset items

I agree. Proceed to enquire. They are not accusational and low risk.



Queensland  
Government

**Mark Morris**

Director  
Ministerial Services  
Department of the Premier and Cabinet  
P [redacted] | E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Sent:** Thursday, 30 April 2020 12:26 PM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** Re: Process for unfound/missing asset items

Hi Mark,

On follow up with Michelle I've noticed that she is on leave until next Tuesday. Do you want me to hold off from sending those emails to [redacted] until after I speak with Michelle? My thought are that we should still send them the email as it would be considered a standard official follow up for the record.

Regards

Rod Moreno

---

**From:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Date:** Monday, 27 April 2020 at 4:31 pm  
**To:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Subject:** RE: Process for unfound/missing asset items

Perfect thanks.



Queensland  
Government

**Mark Morris**

Director  
Ministerial Services  
Department of the Premier and Cabinet  
P [redacted] | E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Sent:** Monday, 27 April 2020 4:25 PM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** FW: Process for unfound/missing asset items

Hi Mark, sorry didn't cc you in to this email to Michelle.

Regards

Rod Moreno

---

**From:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Date:** Monday, 27 April 2020 at 4:23 pm  
**To:** Michelle Holmes <[Michelle.Holmes@premiers.qld.gov.au](mailto:Michelle.Holmes@premiers.qld.gov.au)>  
**Subject:** Process for unfound/missing asset items

Hi Michelle,

Hope you are doing well with the current 'normal' conditions.

Just wanted to touch base with you regarding any DPC documented processes you might have surrounding unfound/missing asset items, eg laptops, phones etc.

In particular, I'm interested in aligning:

- What actions are taken when an item is initially reported or found to be missing?
- How is the communication or report formalised?
- What is the workflow if an item cannot be found?

Regards



**Queensland  
Government**

**Rod Moreno**  
Senior Administration Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

---

P 07 300 39076 M [REDACTED]  
Level 28, 1 William Street, Brisbane QLD 4000,  
PO Box 15185, City East, QLD 4002

**Sarah Partosh**

---

**From:** Mark Morris  
**Sent:** Tuesday, 5 May 2020 2:40 PM  
**To:** Rod Moreno; Stuart Busby  
**Subject:** RE: Missing Sony camera and lens kit

Rod please chat to me before replying to [redacted]

Thanks,



**Queensland  
Government**

**Mark Morris**  
Director  
**Ministerial Services**  
Department of the Premier and Cabinet  
P [redacted] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [redacted]  
**Sent:** Tuesday, 5 May 2020 1:58 PM  
**To:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Cc:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** Re: Missing Sony camera and lens kit

Missing Camera – Premier’s Office

CTPI

CTPI

**When did you find out / hear that the camera + lens kit was missing?**

CTPI

**Who was the camera allocated to, or most frequently used by?**

CTPI

**To your knowledge, who was the last person to have it?**

As above.

**Do you have any other ideas about who might have the camera or its whereabouts?**

s.73 Irrelevant



As always, if you need to discuss this with me further, I am contactable on [REDACTED]

Best wishes,

[REDACTED]

On Fri, May 1, 2020 at 11:43 AM Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)> wrote:

Thanks [REDACTED]

Regards

Rod Moreno

---

**From** [REDACTED]

**Date:** Friday, 1 May 2020 at 11:24 am

**To:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>

**Cc:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>

**Subject:** Re: Missing Sony camera and lens kit

Hi Rod

Thanks for your email.

Yes, I have had a few conversations about this. That's no worries.

Following those conversations I have prepared a note regarding most of this information. I will update that and get it to you by the weekend.

In the meantime if you need me I'm contactable on [REDACTED]

Thanks

[REDACTED]

On Fri, 1 May 2020 at 11:14 am, Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)> wrote:

Hi [REDACTED]

Just reaching out to you in relation to a missing Sony camera and lens kit allocated to GMU. I appreciate you may have already had conversations on the matter but I need a reply email from you on the below please. [REDACTED]

[REDACTED] To help us can you please confirm the following information in order for us to try and find the equipment?

To the best of your knowledge:

1. When did you find out / hear that the camera + lens kit was missing?
2. Who was the camera allocated to, or most frequently used by?
3. To your knowledge, who was the last person to have it?
4. Do you have any other ideas about who might have the camera or its whereabouts?

Best regards,



**Rod Moreno**  
Senior Administration Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

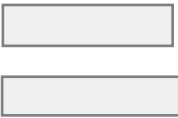
P 07 300 39076 M [redacted]

Level 28, 1 William Street, Brisbane QLD 4000,

PO Box 15185, City East, QLD 4002

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**Sarah Partosh**

---

**From:** Rod Moreno  
**Sent:** Tuesday, 5 May 2020 6:17 PM  
**To:** Mark Morris  
**Cc:** Stuart Busby  
**Subject:** Re: Missing Sony camera and lens kit

Thanks Mark, will do.

Rod

---

**From:** Mark Morris <mark.morris@premiers.qld.gov.au>  
**Date:** Tuesday, 5 May 2020 at 4:42 pm  
**To:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>  
**Cc:** Stuart Busby <stuart.busby@premiers.qld.gov.au>  
**Subject:** RE: Missing Sony camera and lens kit

Rod,

We have the answers to the questions we asked. Can you please reply to [redacted] with words to the effect of the below. Happy for you to tweak to your writing style.

s.73 Irrelevant

Any issues chat to me first. Thanks.



Queensland  
Government

**Mark Morris**  
Director  
**Ministerial Services**  
Department of the Premier and Cabinet  
P [redacted] E mark.morris@premiers.qld.gov.au  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [redacted]  
**Sent:** Tuesday, 5 May 2020 1:58 PM  
**To:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>  
**Cc:** Mark Morris <mark.morris@premiers.qld.gov.au>  
**Subject:** Re: Missing Sony camera and lens kit

**Missing Camera – Premier's Office**

CTPI

CTPI

Released under RTI - DPC

**When did you find out / hear that the camera + lens kit was missing?**

CTPI

Released under RTI - DPC

**Who was the camera allocated to, or most frequently used by?**

CTPI

Released under RTI - DPC

**To your knowledge, who was the last person to have it?**

As above.

**Do you have any other ideas about who might have the camera or its whereabouts?**

s.73 Irrelevant



As always, if you need to discuss this with me further, I am contactable on [redacted]

Best wishes,

[redacted]

On Fri, May 1, 2020 at 11:43 AM Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)> wrote:

Thanks [redacted]

Regards

Rod Moreno

---

**From:** [redacted]  
**Date:** Friday, 1 May 2020 at 11:24 am  
**To:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Cc:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** Re: Missing Sony camera and lens kit

Hi Rod

Thanks for your email.

Yes, I have had a few conversations about this. That's no worries.

Following those conversations I have prepared a note regarding most of this information. I will update that and get it to you by the weekend.

In the meantime if you need me I'm contactable on [redacted]

Thanks

On Fri, 1 May 2020 at 11:14 am, Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)> wrote:

Hi [redacted]

Just reaching out to you in relation to a missing Sony camera and lens kit allocated to GMU. I appreciate you may have already had conversations on the matter but I need a reply email from you on the below please. [redacted]

[redacted] To help us can you please confirm the following information in order for us to try and find the equipment?

To the best of your knowledge:

1. When did you find out / hear that the camera + lens kit was missing?
2. Who was the camera allocated to, or most frequently used by?
3. To your knowledge, who was the last person to have it?
4. Do you have any other ideas about who might have the camera or its whereabouts?

Best regards,



Rod Moreno

Senior Administration Officer

**Ministerial Services**

Department of the Premier and Cabinet

P 07 300 39076 M

Level 28, 1 William Street, Brisbane QLD 4000,

PO Box 15185, City East, QLD 4002

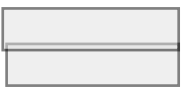
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--

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Released under RTI - DPC

**Sarah Partosh**

---

**From:** Rod Moreno  
**Sent:** Tuesday, 5 May 2020 6:24 PM  
**To:** [REDACTED]  
**Cc:** Mark Morris  
**Subject:** Re: Missing Sony camera and lens kit

Hi [REDACTED]

s.73 Irrelevant

Thanks again.



**Rod Moreno**  
Senior Administration Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

**Queensland**  
Government

P 07 300 39076 M [REDACTED]  
Level 28, 1 William Street, Brisbane QLD 4000,  
PO Box 15185, City East, QLD 4002

---

**From:** [REDACTED]  
**Date:** Tuesday, 5 May 2020 at 1:59 pm  
**To:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>  
**Cc:** Mark Morris <mark.morris@premiers.qld.gov.au>  
**Subject:** Re: Missing Sony camera and lens kit

Missing Camera – Premier's Office

CTPI

CTPI

[Redacted]

**When did you find out / hear that the camera + lens kit was missing?**

CTPI

[Redacted]

**Who was the camera allocated to, or most frequently used by?**

CTPI

[Redacted]

**To your knowledge, who was the last person to have it?**

As above.

**Do you have any other ideas about who might have the camera or its whereabouts?**

s.73 Irrelevant

[Redacted]

As always, if you need to discuss this with me further, I am contactable on [redacted]

Best wishes,

[redacted]

On Fri, May 1, 2020 at 11:43 AM Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)> wrote:

Thanks [redacted]

Regards

Rod Moreno

---

**From:** [redacted]  
**Date:** Friday, 1 May 2020 at 11:24 am  
**To:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Cc:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** Re: Missing Sony camera and lens kit

Hi Rod

Thanks for your email.

Yes, I have had a few conversations about this. That's no worries.

Following those conversations I have prepared a note regarding most of this information. I will update that and get it to you by the weekend.

In the meantime if you need me I'm contactable on

Thanks

On Fri, 1 May 2020 at 11:14 am, Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)> wrote:

Hi

Just reaching out to you in relation to a missing Sony camera and lens kit allocated to GMU. I appreciate you may have already had conversations on the matter but I need a reply email from you on the below please. I also acknowledge its been some time since you left the role with GMU. To help us can you please confirm the following information in order for us to try and find the equipment?

To the best of your knowledge:

1. When did you find out / hear that the camera + lens kit was missing?
2. Who was the camera allocated to, or most frequently used by?
3. To your knowledge, who was the last person to have it?
4. Do you have any other ideas about who might have the camera or its whereabouts?

Best regards,



**Rod Moreno**  
Senior Administration Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

P 07 300 39076 M [redacted]

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

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--  
[redacted]  
[redacted]

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--  
[redacted]

**Sarah Partosh**

---

**From:** [redacted] <[redacted]@ministerial.qld.gov.au>  
**Sent:** Friday, 15 May 2020 12:13 PM  
**To:** Rod Moreno  
**Subject:** Re: Missing Sony camera and lens kit

Hi Rod,

CTPI



[redacted]  
Queensland Government Media Unit

P [redacted]  
M [redacted]

On 15 May 2020, at 11:58 am, Rod Moreno <rod.moreno@premiers.qld.gov.au> wrote:

Hi [redacted]

As per our conversation earlier, below is the email awaiting a response please.

Regards

Rod Moreno

---

**From:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>  
**Date:** Friday, 1 May 2020 at 11:10 am  
**To:** [redacted] <[redacted]@ministerial.qld.gov.au>  
**Cc:** Mark Morris <mark.morris@premiers.qld.gov.au>  
**Subject:** Missing Sony camera and lens kit

Hi [redacted]

Just touching base in relation to a missing Sony camera and lens kit allocated to GMU. I appreciate you may have already had conversations on the matter but I need a reply from you on the below please. Can you confirm the following information in order for us to proceed further.

To the best of your knowledge:

1. Approximately when was the camera/lens kit noticed as missing?
2. Who was the camera allocated to, or most frequently used by?
3. To your knowledge, who was the last person to have it?
4. The camera is still missing and has not been found?

Best regards,

<image001.png>

**Rod Moreno**

Senior Administration Officer

**Ministerial Services**

Department of the Premier and Cabinet

---

P 07 300 39076 M   
Level 28, 1 William Street, Brisbane QLD 4000,  
PO Box 15185, City East, QLD 4002

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**Sarah Partosh**

---

**From:** Mark Morris  
**Sent:** Friday, 15 May 2020 4:12 PM  
**To:** Rod Moreno  
**Subject:** RE: Missing Sony camera and lens kit

Thanks 😊



**Mark Morris**  
Director  
Ministerial Services  
Department of the Premier and Cabinet  
P [redacted] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Sent:** Friday, 15 May 2020 3:18 PM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** Re: Missing Sony camera and lens kit

There was no answer so I left a message on his voice mail with a friendly reminder for a response to the original email dated 1/5.

Rod

---

**From:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Date:** Friday, 15 May 2020 at 3:15 pm  
**To:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Subject:** RE: Missing Sony camera and lens kit

Thanks Rod. And [redacted]



**Mark Morris**  
Director  
Ministerial Services  
Department of the Premier and Cabinet  
P [redacted] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Sent:** Friday, 15 May 2020 2:06 PM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** FW: Missing Sony camera and lens kit

Fyi.

Regards

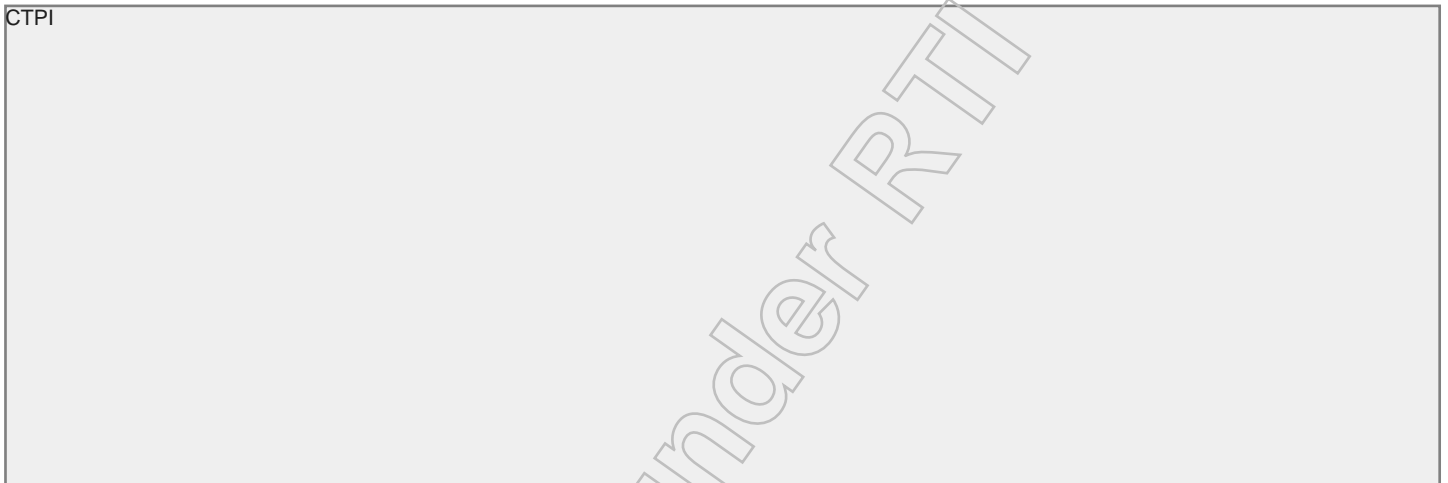
Rod Moreno

---

**From:** [redacted] <[redacted]@ministerial.qld.gov.au>  
**Date:** Friday, 15 May 2020 at 12:12 pm  
**To:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>  
**Subject:** Re: Missing Sony camera and lens kit

Hi Rod,

CTPI



[redacted]

Queensland Government Media Unit

P [redacted]  
M [redacted]

On 15 May 2020, at 11:58 am, Rod Moreno <rod.moreno@premiers.qld.gov.au> wrote:

Hi [redacted]

As per our conversation earlier, below is the email awaiting a response please.

Regards

Rod Moreno

---

**From:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>  
**Date:** Friday, 1 May 2020 at 11:10 am  
**To:** [redacted] <[redacted]@ministerial.qld.gov.au>  
**Cc:** Mark Morris <mark.morris@premiers.qld.gov.au>  
**Subject:** Missing Sony camera and lens kit

Hi [redacted]

Just touching base in relation to a missing Sony camera and lens kit allocated to GMU. I appreciate you may have already had conversations on the matter but I need a reply from you on the below please. Can you confirm the following information in order for us to proceed further.

To the best of your knowledge:

1. Approximately when was the camera/lens kit noticed as missing?
2. Who was the camera allocated to, or most frequently used by?
3. To your knowledge, who was the last person to have it?
4. The camera is still missing and has not been found?

Best regards,

<image001.png>

**Rod Moreno**

Senior Administration Officer

**Ministerial Services**

Department of the Premier and Cabinet

---

P 07 300 39076 M   
Level 28, 1 William Street, Brisbane QLD 4000,  
PO Box 15185, City East, QLD 4002

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## Sarah Partosh

---

**From:** Stuart Busby  
**Sent:** Tuesday, 19 May 2020 8:18 AM  
**To:** Mark Morris  
**Cc:** Rod Moreno; Steven Shevlin  
**Subject:** RE: Missing camera update - confidential

Thanks Mark, pls come back to me once FMPM content confirmed, and I confirm I would want to liaise with the DDG before any referral to QPS is undertaken. I would like this settled this week, so as not to draw it out too long.

cheers



Queensland  
Government

**Stuart Busby**  
Acting General Manager  
Government Services  
Department of the Premier and Cabinet

P 07 300 39279 M [redacted] E [stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Sent:** Tuesday, 19 May 2020 6:57 AM  
**To:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Cc:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>; Steven Shevlin <[steven.shevlin@premiers.qld.gov.au](mailto:steven.shevlin@premiers.qld.gov.au)>  
**Subject:** Missing camera update - confidential

Hi Stu summary of progress to date:

- Received advice on 15 April from Kerry Manifold of a missing camera and details from GMU
- As a part of stocktake processes underway Rod liaised with Kerry on 20 April to query who had access to the camera, and was advised [redacted] and [redacted]
- Rod liaised with DPC Assets to confirm documented process for following up missing items/equipment and was advised there is no such document from Kate McNarn on 27 April
- Rod emailed [redacted] and [redacted] as per standard process on 1 May to query if they knew any more details about the camera, and received responses back over the next 2 weeks, with no specific insight into where the camera is
- We are now in the process of confirming the protocol to engage police re potential theft. Exempt Sch.3(10)(1)(a) [redacted] so we are getting more details and I'll get back to you asap. I will ask Steve to confirm any mention of appropriate action cited in the FMPM.
- It seems that historically the precedent to deal with missing items is simply to write them off financially without much investigation into what happened to them.

Regards,



**Mark Morris**

Director

**Ministerial Services**

Department of the Premier and Cabinet

P [redacted] | E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

Released under RTI - DPC

## Sarah Partosh

---

**From:** Steven Shevlin  
**Sent:** Tuesday, 19 May 2020 10:32 AM  
**To:** Mark Morris  
**Cc:** Rod Moreno  
**Subject:** RE: Missing camera update - confidential

Hi Mark,

Section 11.8 of the FMPM prescribes the requirements for dealing with a loss or theft.

*"Details of any loss or write off, must be documented on the Losses and write off declaration form and forwarded to the Chief Financial Officer.*

*An investigation must be undertaken to investigate the circumstances of the loss and recommend action to prevent the loss recurring.*

*If it is suspected that the loss is as a result of an offence under the Criminal Code or another Act, written notice about the loss must be provided to a police officer, Accountable Officer, Head of Internal Audit, and Queensland Audit Office (QAO). If it is suspected that the loss has occurred due to official misconduct of an officer of the Department or associated body the Criminal Justice Commission, Head of Internal Audit, and QAO must be advised."*

When an officer first becomes aware of the loss, they must immediately inform their Manager/Director, who then must investigate until it is considered the asset cannot be recovered.

Also,

- If the asset is considered stolen or otherwise a criminal offence has taken place, then it must be reported to police.
- If the loss involves official misconduct then the accountable officer must give written notice to the CMC
- The head of Internal Audit must inform QAO if either of the above 2 actions are required.

Where the loss occurred while under an officer's control, the loss is recoverable from the officer if the officer was negligent in their duties, including a failure to fulfil their prescribed duties or take reasonable steps to prevent the loss.

In this instance, it is important to determine whether the camera was under an officer's control, whether unlawful activity is suspected and whether there is further action we could try to take to recover the camera. The answer to these will determine the next steps in the process.

Cheers,  
Steve



Queensland  
Government

**Steve Shevlin**

A/Manager - Finance and Administration

Ministerial Services Branch

Department of the Premier and Cabinet

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

**From:** Stuart Busby <stuart.busby@premiers.qld.gov.au>  
**Sent:** Tuesday, 19 May 2020 8:18 AM

**To:** Mark Morris <mark.morris@premiers.qld.gov.au>  
**Cc:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>; Steven Shevlin <steven.shevlin@premiers.qld.gov.au>  
**Subject:** RE: Missing camera update - confidential

Thanks Mark, pls come back to me once FMPM content confirmed, and I confirm I would want to liaise with the DDG before any referral to QPS is undertaken. I would like this settled this week, so as not to draw it out too long.

cheers



**Stuart Busby**  
Acting General Manager  
Government Services  
Department of the Premier and Cabinet  
P 07 300 39279 M [redacted] E [stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
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**To:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Cc:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>; Steven Shevlin <[steven.shevlin@premiers.qld.gov.au](mailto:steven.shevlin@premiers.qld.gov.au)>  
**Subject:** Missing camera update - confidential

Hi Stu summary of progress to date:

- Received advice on 15 April from Kerryn Manifold of a missing camera and details from GMU
- As a part of stocktake processes underway Rod liaised with Kerryn on 20 April to query who had access to the camera, and was advised [redacted] and [redacted]
- Rod liaised with DPC Assets to confirm documented process for following up missing items/equipment and was advised there is no such document from Kate McNarn on 27 April
- Rod emailed [redacted] and [redacted] as per standard process on 1 May to query if they knew any more details about the camera, and received responses back over the next 2 weeks, with no specific insight into where the camera is
- We are now in the process of confirming the protocol to engage police re potential theft. [redacted] Exempt Sch.3(10)(1)(a) [redacted] so we are getting more details and I'll get back to you asap. I will ask Steve to confirm any mention of appropriate action cited in the FMPM.
- It seems that historically the precedent to deal with missing items is simply to write them off financially without much investigation into what happened to them.

Regards,



**Mark Morris**  
Director  
Ministerial Services  
Department of the Premier and Cabinet  
P [redacted] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**Sarah Partosh**

---

**From:** Mark Morris  
**Sent:** Tuesday, 19 May 2020 5:18 PM  
**To:** Steven Shevlin; Stuart Busby  
**Cc:** Rod Moreno  
**Subject:** RE: Missing camera update - confidential

Thanks Steve. I've had a chat to Chris S & he's getting back to me asap.



**Mark Morris**  
Director  
Ministerial Services  
Department of the Premier and Cabinet  
P [redacted] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Steven Shevlin <[steven.shevlin@premiers.qld.gov.au](mailto:steven.shevlin@premiers.qld.gov.au)>  
**Sent:** Tuesday, 19 May 2020 10:58 AM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>; Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Cc:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera update - confidential

Sorry additional point (I'm not sure what GMU stand for), that if it is an Administered (MOPS) asset, only the Treasurer has authority to approve the write-off. I'm just confirming with DPC finance, if it is really the Treasurer or meant to be the Under Treasurer.

With regard to alerting the police, the officer in charge of the organisational unit is meant to be the one completing and submitting the loss and write-off form. I would expect it is the same officer who would alert the police in order to be the contact during their enquiries.

The method for alerting the police is not prescribed, however the following link can be used for reporting stolen items  
<https://forms.police.qld.gov.au/launch/StolenProperty>

Cheers,  
Steve



**Steve Shevlin**  
A/Manager - Finance and Administration  
Ministerial Services Branch  
Department of the Premier and Cabinet  
P 07 3003 9069 M [redacted]  
1 William Street, Level 28, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Sent:** Tuesday, 19 May 2020 10:39 AM  
**To:** Steven Shevlin <[steven.shevlin@premiers.qld.gov.au](mailto:steven.shevlin@premiers.qld.gov.au)>; Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Cc:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera update - confidential



Great work on this Steve. Stu FYI below.

Will talk more on this today. I'll have a chat to Chris S.

Need to confirm if we advise QPS who does the advising and to whom specifically i.e. what is the advice channel?

Once we're clear on these things we'll need to brief Filly for approval before going any further.



**Mark Morris**

Director

**Ministerial Services**

Department of the Premier and Cabinet

P [redacted] | E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Steven Shevlin <[steven.shevlin@premiers.qld.gov.au](mailto:steven.shevlin@premiers.qld.gov.au)>

**Sent:** Tuesday, 19 May 2020 10:32 AM

**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>

**Cc:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>

**Subject:** RE: Missing camera update - confidential

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*An investigation must be undertaken to investigate the circumstances of the loss and recommend action to prevent the loss recurring.*

*If it is suspected that the loss is as a result of an offence under the Criminal Code or another Act, written notice about the loss must be provided to a police officer, Accountable Officer, Head of Internal Audit, and Queensland Audit Office (QAO). If it is suspected that the loss has occurred due to official misconduct of an officer of the Department or associated body the Criminal Justice Commission, Head of Internal Audit, and QAO must be advised."*

When an officer first becomes aware of the loss, they must immediately inform their Manager/Director, who then must investigate until it is considered the asset cannot be recovered.

Also,

- If the asset is considered stolen or otherwise a criminal offence has taken place, then it must be reported to police.
- If the loss involves official misconduct then the accountable officer must give written notice to the CMC
- The head of Internal Audit must inform QAO if either of the above 2 actions are required.

Where the loss occurred while under an officer's control, the loss is recoverable from the officer if the officer was negligent in their duties, including a failure to fulfil their prescribed duties or take reasonable steps to prevent the loss.

In this instance, it is important to determine whether the camera was under an officer's control, whether unlawful activity is suspected and whether there is further action we could try to take to recover the camera. The answer to these will determine the next steps in the process.

Cheers,  
Steve



**Steve Shevlin**

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

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

**From:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Sent:** Tuesday, 19 May 2020 8:18 AM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Cc:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>; Steven Shevlin <[steven.shevlin@premiers.qld.gov.au](mailto:steven.shevlin@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera update - confidential

Thanks Mark, pls come back to me once FMPM content confirmed, and I confirm I would want to liaise with the DDG before any referral to QPS is undertaken. I would like this settled this week, so as no tot draw it out too long.

cheers



**Stuart Busby**

Acting General Manager  
Government Services  
Department of the Premier and Cabinet

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Level 28, 1 William Street, Brisbane QLD 4000  
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- Rod emailed [redacted] and [redacted] as per standard process on 1 May to query if they knew any more details about the camera, and received responses back over the next 2 weeks, with no specific insight into where the camera is
- We are now in the process of confirming the protocol to engage police re potential theft. Exempt Sch.3(10)(1)(a) [redacted] so we are getting more details and I'll get back to you asap. I will ask Steve to confirm any mention of appropriate action cited in the FMPM.

- It seems that historically the precedent to deal with missing items is simply to write them off financially without much investigation into what happened to them.

Regards,



**Queensland  
Government**

**Mark Morris**

Director

**Ministerial 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

Released under RTI - DPC

## Sarah Partosh

---

**From:** Steven Shevlin  
**Sent:** Tuesday, 19 May 2020 5:26 PM  
**To:** Mark Morris  
**Cc:** Rod Moreno  
**Subject:** RE: Missing camera update - confidential

Ok, I spoke with DPC finance and they noted an error in the FMPM (with it saying the Treasurer is the delegate).

They want us to check MOPS guidelines (handbook, delegations schedule, etc) for who can approve administered asset write offs.

We are assuming the Treasurer has delegated this authority somewhere.

I'll check it over with Farisha tomorrow.

Cheers,  
Steve



**Steve Shevlin**  
A/Manager - Finance and Administration  
**Ministerial Services Branch**  
Department of the Premier and Cabinet  
P 07 3003 9069 M [REDACTED]  
1 William Street, Level 28, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Mark Morris <mark.morris@premiers.qld.gov.au>  
**Sent:** Tuesday, 19 May 2020 5:18 PM  
**To:** Steven Shevlin <steven.shevlin@premiers.qld.gov.au>; Stuart Busby <stuart.busby@premiers.qld.gov.au>  
**Cc:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>  
**Subject:** RE: Missing camera update - confidential

Thanks Steve. I've had a chat to Chris S & he's getting back to me asap.



**Mark Morris**  
Director  
**Ministerial Services**  
Department of the Premier and Cabinet  
P [REDACTED] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Steven Shevlin <steven.shevlin@premiers.qld.gov.au>  
**Sent:** Tuesday, 19 May 2020 10:58 AM  
**To:** Mark Morris <mark.morris@premiers.qld.gov.au>; Stuart Busby <stuart.busby@premiers.qld.gov.au>  
**Cc:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>  
**Subject:** RE: Missing camera update - confidential

Sorry additional point (I'm not sure what GMU stand for), that if it is an Administered (MOPS) asset, only the Treasurer has authority to approve the write-off. I'm just confirming with DPC finance, if it is really the Treasurer or meant to be the Under Treasurer.

With regard to alerting the police, the officer in charge of the organisational unit is meant to be the one completing and submitting the loss and write-off form. I would expect it is the same officer who would alert the police in order to be the contact during their enquiries.

The method for alerting the police is not prescribed, however the following link can be used for reporting stolen items <https://forms.police.qld.gov.au/launch/StolenProperty>

Cheers,  
Steve



**Steve Shevlin**

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

---

P 07 3003 9069 M [REDACTED]  
1 William Street, Level 28, Brisbane QLD 4000  
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**Sent:** Tuesday, 19 May 2020 10:39 AM

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**Cc:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>

**Subject:** RE: Missing camera update - confidential

Great work on this Steve. Stu FYI below.

Will talk more on this today. I'll have a chat to Chris S.

Need to confirm if we advise QPS who does the advising and to whom specifically i.e. what is the advice channel?

Once we're clear on these things we'll need to brief Filly for approval before going any further.



**Mark Morris**

Director  
**Ministerial 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

**From:** Steven Shevlin <[steven.shevlin@premiers.qld.gov.au](mailto:steven.shevlin@premiers.qld.gov.au)>

**Sent:** Tuesday, 19 May 2020 10:32 AM

**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>

**Cc:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>

**Subject:** RE: Missing camera update - confidential

Hi Mark,

Section 11.8 of the FMPM prescribes the requirements for dealing with a loss or theft.

*"Details of any loss or write off, must be documented on the Losses and write off declaration form and forwarded to the Chief Financial Officer.*

*An investigation must be undertaken to investigate the circumstances of the loss and recommend action to prevent the loss recurring.*

*If it is suspected that the loss is as a result of an offence under the Criminal Code or another Act, written notice about the loss must be provided to a police officer, Accountable Officer, Head of Internal Audit, and Queensland Audit Office (QAO). If it is suspected that the loss has occurred due to official misconduct of an officer of the Department or associated body the Criminal Justice Commission, Head of Internal Audit, and QAO must be advised."*

When an officer first becomes aware of the loss, they must immediately inform their Manager/Director, who then must investigate until it is considered the asset cannot be recovered.

Also,

- If the asset is considered stolen or otherwise a criminal offence has taken place, then it must be reported to police.
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In this instance, it is important to determine whether the camera was under an officer's control, whether unlawful activity is suspected and whether there is further action we could try to take to recover the camera. The answer to these will determine the next steps in the process.

Cheers,  
Steve



Queensland  
Government

**Steve Shevlin**

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

P 07 3003 9069 M [REDACTED]  
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**Subject:** RE: Missing camera update - confidential

Thanks Mark, pls come back to me once FMPM content confirmed, and I confirm I would want to liaise with the DDG before any referral to QPS is undertaken. I would like this settled this week, so as not to draw it out too long.

cheers



Queensland  
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**Stuart Busby**

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Government Services  
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**Subject:** Missing camera update - confidential

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- It seems that historically the precedent to deal with missing items is simply to write them off financially without much investigation into what happened to them.

Regards,



Queensland  
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**Mark Morris**

Director  
Ministerial Services  
Department of the Premier and Cabinet

P [redacted] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**Sarah Partosh**

---

**From:** Rod Moreno  
**Sent:** Wednesday, 20 May 2020 11:33 AM  
**To:** [redacted]  
**Subject:** Re: Missing Sony camera and lens kit

Thanks [redacted]

Regards

Rod

---

**From:** [redacted] <[redacted]@ministerial.qld.gov.au>  
**Date:** Wednesday, 20 May 2020 at 11:17 am  
**To:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>  
**Subject:** Re: Missing Sony camera and lens kit

Hi Rod,

CTPI  
[redacted]

---

**From:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>  
**Sent:** Wednesday, 20 May 2020 11:05:39 AM  
**To:** [redacted]  
**Cc:** Mark Morris  
**Subject:** Re: Missing Sony camera and lens kit

Hi [redacted]

Just following up on a response to the email below please.

Regards

Rod Moreno

---

**From:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>  
**Date:** Friday, 1 May 2020 at 11:12 am



To: [redacted]@ministerial.qld.gov.au>

Cc: Mark Morris <mark.morris@premiers.qld.gov.au>

Subject: Missing Sony camera and lens kit

Hi [redacted]

Just touching base in relation to a missing Sony camera and lens kit allocated to GMU. I appreciate you may have already had conversations on the matter but I need a reply from you on the below please. Can you confirm the following information in order for us to proceed further.

To the best of your knowledge:

1. Approximately when was the camera/lens kit noticed as missing?
2. Who was the camera allocated to, or most frequently used by?
3. To your knowledge, who was the last person to have it?
4. The camera is still missing and has not been found?

Best regards,



**Rod Moreno**  
Senior Administration Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

P 07 300 39076 M [redacted]  
Level 28, 1 William Street, Brisbane QLD 4000,  
PO Box 15185, City East, QLD 4002

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**Sarah Partosh**

---

**From:** Mark Morris  
**Sent:** Wednesday, 20 May 2020 11:58 AM  
**To:** Rod Moreno; Stuart Busby  
**Subject:** RE: Missing Sony camera and lens kit

Thanks Rod. Stu FYI.

We've got all the responses back now.

I'm waiting to hear back from Chris S.

Rod – no further action on this for now – just carry on with routine stocktake processes.



**Queensland  
Government**

**Mark Morris**  
Director  
Ministerial Services  
Department of the Premier and Cabinet  
P [redacted] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

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**Sent:** Wednesday, 20 May 2020 11:33 AM  
**To:** [redacted] <[redacted]@ministerial.qld.gov.au>  
**Subject:** Re: Missing Sony camera and lens kit

Thanks [redacted]

Regards

Rod

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**Subject:** Re: Missing Sony camera and lens kit

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CTPI



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**To:** [Redacted]  
**Cc:** Mark Morris  
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Regards

Rod Moreno

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**Cc:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
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**Queensland  
Government**

**Rod Moreno**  
Senior Administration Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

---

**P** 07 300 39076 **M** [Redacted]  
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Released under RTI - DPC

## Sarah Partosh

---

**From:** Rod Moreno  
**Sent:** Wednesday, 27 May 2020 12:27 PM  
**To:** Steven Shevlin; Christopher Smith  
**Subject:** Re: Missing camera update - confidential

Hi Steve,

Just one correction to note please as this is something we ask GMU to do as standard when equipment not in use.

Cameras and other equipment are required to be stored within a locked cupboard within the GMU office and there is no sign in/out process for such equipment when used by staff.

Rod

---

**From:** Steven Shevlin <steven.shevlin@premiers.qld.gov.au>  
**Date:** Wednesday, 27 May 2020 at 10:13 am  
**To:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>, Christopher Smith <christopher.smith@premiers.qld.gov.au>  
**Subject:** RE: Missing camera update - confidential

@Rod Moreno

Can you please check the accuracy of the below for sending to Filly, she has only received a verbal to date, and may want a formal brief later..

@Christopher Smith

I'm just summarising the matter around the missing camera. You had mentioned previously you didn't think it was reportable to CCC (level 3 only), although I wasn't sure if you had the whole story. Considering the below, would you still rate it level 3 (non-reportable), or why might it be level 3 in this instance?

Filly,

For your consideration regarding the missing camera in GMU – we need to decide whether to involve police, CMC and/or QAO in the matter.

### BACKGROUND

- Received advice on 15 April from GMU Director (Kerryn Manifold) of a missing camera within GMU
- As a part of the annual stocktake process, Rod liaised with Kerryn on 20 April to query who had access to the camera, and was advised <sup>CTPI</sup> [REDACTED] within GMU over the past year
- [REDACTED] were followed up on 1 May, with responses received from each over the following 2 weeks, however no specific insight gained as to where the camera is

### ISSUES

- Historically the practice to deal with missing items has been to write them off financially without much investigation
  - o The FMPM requires investigation of missing items and only writing off the asset once it is deemed it cannot be recovered

- There is no documented process for following up missing assets within DPC
    - Due to the age and value of the camera, there is no financial write-off required, however the camera still requires formal removal from the asset register and DPC CFO approval to do so
- The FMPM requires a police report to be filed if a theft is suspected to have taken place, and/or notice given to the CCC if official misconduct is suspected
  - The *Fraud and Corruption Control Policy* requires reporting to the CCC if an individual has an honest and reasonable belief in suspected fraudulent or corrupt activities occurring
  - Cameras and other equipment are stored within an unlocked cupboard within the office and there is no sign in/out process for such equipment when used by staff

CTPI
s.73 Irrelevant, CTPI

- The head of Internal Audit must inform QAO if either the police or CCC are to be informed.

#### RECOMMENDATION

1. Due to inferences of theft and official misconduct, the police, CCC and QAO should be informed
  - a. As the DPC CCC Liaison Officer you would need to communicate the matter to the CCC
  - b. The head of the organisational unit (Kerryn Manifold) would need to file a police report regarding the inferred theft
  - c. The Head of internal Audit (Chris Smith) would need to report the matter to the QAO
  - d. The DPC CFO (Michael Phillips) would be the accountable officer approving the removal of the asset from the asset register

#### OTHER OPTIONS

2. As the inferences of theft and official misconduct have been unable to be substantiated, only write-off the asset via the DPC CFO required

#### OTHER CONSIDERATIONS

- Whether formal documentation of internal investigation practices need to be developed within DPC
- Whether a sign in/out protocol needs to be implemented across all MOPS portable and attractive assets, only within GMU, or continue as is

Cheers,  
Steve



Queensland  
Government

**Steve Shevlin**

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

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

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**Sent:** Tuesday, 19 May 2020 6:57 AM  
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**Cc:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>; Steven Shevlin <steven.shevlin@premiers.qld.gov.au>  
**Subject:** Missing camera update - confidential

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- Rod emailed [redacted] and [redacted] as per standard process on 1 May to query if they knew any more details about the camera, and received responses back over the next 2 weeks, with no specific insight into where the camera is
- We are now in the process of confirming the protocol to engage police re potential theft. Police were engaged earlier this year re potential theft of petty cash so we are getting more details and I'll get back to you asap. I will ask Steve to confirm any mention of appropriate action cited in the FMPPM.
- It seems that historically the precedent to deal with missing items is simply to write them off financially without much investigation into what happened to them.

Regards,



**Mark Morris**

Director

Ministerial Services

Department of the Premier and Cabinet

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Level 28, 1 William Street, Brisbane QLD 4000

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## Sarah Partosh

---

**From:** Christopher Smith  
**Sent:** Wednesday, 27 May 2020 12:41 PM  
**To:** Steven Shevlin; Rod Moreno  
**Subject:** RE: Missing camera update - confidential  
**Attachments:** How-to-classify-matters-of-corrupt-conduct-pursuant-to-section-40-directions.pdf; Corruption-in-focus-Guide-2020.pdf; dpc-corrupt-conduct-policy-2018.pdf

Hi Steve,

Thanks, I wasn't across the full picture, but my suggestion would still be the same (i.e. level 3). I must stress that this is not my assessment to make, it was only a passing comment. Filly would be the one to make the decision.

For completeness though I have included an explanation of how I reached my conclusion:

- S.38 of *Crime and Corruption Act 2001* states that if a public official\* reasonably suspects corrupt conduct, must notify Crime and Corruption Commission, subject to S.40. (\*note – public official is DG, or delegate i.e. Filly). Corrupt conduct includes theft.
- S.40 of CC Act states that the CCC may issue directions about the kinds of complaints a public official must notify (or not) under S.37 or S.38
- Directions per S.40 are attached (*how to classify matters of corrupt conduct...*). There is a 5 step process:
- Step 1 of the process – Is it within CCC jurisdiction? Believe yes, Type A corrupt conduct (adversely affects performance of department through misuse of resources, is dishonest and a breach of trust, is a criminal offence (i.e. theft)). Skip to Step 3.
- Step 3 of the process – believe yes, reasonable suspicion. Go to Step 4
- Step 4 – level of conduct – is it Level 1? Based on DPC Corrupt Conduct Policy (attached), see page 8 – relevant point would be an offence relating to property and public monies in Part 6 of the CC and maladministration where the value exceeds \$20,000 (note - Part 6 of Criminal Code refers to stealing). Believe no. Assess as Level 2.
- Step 4 (cont) – is it Level 2? Does not meet Level 1 requirements, but involves a fraud or misappropriation over \$5000 – I've assumed the value would be under \$5000 (!) – therefore believe no. Assess as Level 3.
- Step 4 (cont) – is it Level 3? All other matters suspected to involve corrupt conduct. Believe yes.
- Step 5 – notification – requirements are as follows: **Level 3 (s. 40)**: You do not need to notify the CCC of the complaint. You may deal with the allegations. Your agency's section 40 direction, policies and guidelines will stipulate what records you must capture to facilitate CCC audits.

In the event that Filly does assess it as Level 3, we do still have recordkeeping requirements under S.40A of the CC Act (and alluded to in Step 5 above). Also, page 24 of *corruption in focus* (attached) has a similar example, and the surrounding pages offer some context.



May be worth checking S.16 of the *FPMS 2019* if you haven't already re: our obligations to ensure consistency with FMPM. Would question definition of material re: informing QAO but happy to revisit.

Appreciate this is long-winded, and I may well have missed something in the assessment process, and there may be precedent (e.g. public interest clause in Level 1 or something).

Thanks  
Chris



**Christopher Smith**  
Director Internal Audit and Risk Services  
Department of the Premier and Cabinet

Ph: 07 3003 9166  
Level 28, 1 William St, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Steven Shevlin <steven.shevlin@premiers.qld.gov.au>

**Sent:** Wednesday, 27 May 2020 10:14 AM

**To:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>; Christopher Smith <christopher.smith@premiers.qld.gov.au>

**Subject:** RE: Missing camera update - confidential

**@Rod Moreno**

Can you please check the accuracy of the below for sending to Filly, she has only received a verbal to date, and may want a formal brief later..

**@Christopher Smith**

I'm just summarising the matter around the missing camera. You had mentioned previously you didn't think it was reportable to CCC (level 3 only), although I wasn't sure if you had the whole story. Considering the below, would you still rate it level 3 (non-reportable), or why might it be level 3 in this instance?

Filly,

For your consideration regarding the missing camera in GMU – we need to decide whether to involve police, CMC and/or QAO in the matter.

#### BACKGROUND

- Received advice on 15 April from GMU Director (Kerryn Manifold) of a missing camera within GMU
- As a part of the annual stocktake process, Rod liaised with Kerryn on 20 April to query who had access to the camera, and was advised CTPI [redacted] within GMU over the past year
- [redacted] were followed up on 1 May, with responses received from each over the following 2 weeks, however no specific insight gained as to where the camera is

#### ISSUES

- Historically the practice to deal with missing items has been to write them off financially without much investigation
  - o The FMPM requires investigation of missing items and only writing off the asset once it is deemed it cannot be recovered
    - There is no documented process for following up missing assets within DPC

- o Due to the age and value of the camera, there is no financial write-off required, however the camera still requires formal removal from the asset register and DPC CFO approval to do so
- The FMPM requires a police report to be filed if a theft is suspected to have taken place, and/or notice given to the CCC if official misconduct is suspected
  - o The *Fraud and Corruption Control Policy* requires reporting to the CCC if an individual has an honest and reasonable belief in suspected fraudulent or corrupt activities occurring
  - o Cameras and other equipment are stored within an unlocked cupboard within the office and there is no sign in/out process for such equipment when used by staff

CTPI

s.73 Irrelevant, CTPI

- The head of Internal Audit must inform QAO if either the police or CCC are to be informed.

#### RECOMMENDATION

1. Due to inferences of theft and official misconduct, the police, CCC and QAO should be informed
  - a. As the DPC CCC Liaison Officer you would need to communicate the matter to the CCC
  - b. The head of the organisational unit (Kerryn Manifold) would need to file a police report regarding the inferred theft
  - c. The Head of Internal Audit (Chris Smith) would need to report the matter to the QAO
  - d. The DPC CFO (Michael Philips) would be the accountable officer approving the removal of the asset from the asset register

#### OTHER OPTIONS

2. As the inferences of theft and official misconduct have been unable to be substantiated, only write-off the asset via the DPC CFO required

#### OTHER CONSIDERATIONS

- Whether formal documentation of internal investigation practices need to be developed within DPC
- Whether a sign in/out protocol needs to be implemented across all MOPS portable and attractive assets, only within GMU, or continue as is

Cheers,  
Steve



Queensland  
Government

**Steve Shevlin**  
A/Manager - Finance and Administration  
Ministerial Services  
Department of the Premier and Cabinet

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

**From:** Mark Morris <mark.morris@premiers.qld.gov.au>  
**Sent:** Tuesday, 19 May 2020 6:57 AM  
**To:** Stuart Busby <stuart.busby@premiers.qld.gov.au>  
**Cc:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>; Steven Shevlin <steven.shevlin@premiers.qld.gov.au>  
**Subject:** Missing camera update - confidential

Hi Stu summary of progress to date:

- Received advice on 15 April from Kerryn Manifold of a missing camera and details from GMU
- As a part of stocktake processes underway Rod liaised with Kerryn on 20 April to query who had access to the camera, and was advised [redacted] and [redacted]
- Rod liaised with DPC Assets to confirm documented process for following up missing items/equipment and was advised there is no such document from Kate McNarn on 27 April
- Rod emailed [redacted] and [redacted] as per standard process on 1 May to query if they knew any more details about the camera, and received responses back over the next 2 weeks, with no specific insight into where the camera is
- We are now in the process of confirming the protocol to engage police re potential theft. Exempt Sch.3(10)(1)(a) [redacted] so we are getting more details and I'll get back to you asap. I will ask Steve to confirm any mention of appropriate action cited in the FMPM.
- It seems that historically the precedent to deal with missing items is simply to write them off financially without much investigation into what happened to them.

Regards,



Queensland  
Government

**Mark Morris**

Director

Ministerial Services

Department of the Premier and Cabinet

P [redacted] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

## Sarah Partosh

---

**From:** Rod Moreno  
**Sent:** Wednesday, 27 May 2020 1:09 PM  
**To:** Steven Shevlin  
**Subject:** Re: Missing camera update - confidential

I couldn't tell for sure but I wouldn't be surprised if it hadn't been kept locked consistently. We often struggled to get GMU to comply with processes across various areas.

Cheers

Rod

---

**From:** Steven Shevlin <steven.shevlin@premiers.qld.gov.au>  
**Date:** Wednesday, 27 May 2020 at 12:35 pm  
**To:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>  
**Subject:** RE: Missing camera update - confidential

Thanks Rod,

That's good context to add.

In this instance, do you know if GMU had been keeping the cupboard locked? I thought it was mentioned the cupboard is usually unlocked.

Cheers,  
Steve



Queensland  
Government

**Steve Shevlin**

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

---

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

**From:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>  
**Sent:** Wednesday, 27 May 2020 12:27 PM  
**To:** Steven Shevlin <steven.shevlin@premiers.qld.gov.au>; Christopher Smith <christopher.smith@premiers.qld.gov.au>  
**Subject:** Re: Missing camera update - confidential

Hi Steve,

Just one correction to note please as this is something we ask GMU to do as standard when equipment not in use.

Cameras and other equipment are required to be stored within a locked cupboard within the GMU office and there is no sign in/out process for such equipment when used by staff.

Rod

---

**From:** Steven Shevlin <[steven.shevlin@premiers.qld.gov.au](mailto:steven.shevlin@premiers.qld.gov.au)>  
**Date:** Wednesday, 27 May 2020 at 10:13 am  
**To:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>, Christopher Smith <[christopher.smith@premiers.qld.gov.au](mailto:christopher.smith@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera update - confidential

@Rod Moreno

Can you please check the accuracy of the below for sending to Filly, she has only received a verbal to date, and may want a formal brief later..

@Christopher Smith

I'm just summarising the matter around the missing camera. You had mentioned previously you didn't think it was reportable to CCC (level 3 only), although I wasn't sure if you had the whole story. Considering the below, would you still rate it level 3 (non-reportable), or why might it be level 3 in this instance?

Filly,

For your consideration regarding the missing camera in GMU – we need to decide whether to involve police, CMC and/or QAO in the matter.

#### BACKGROUND

- Received advice on 15 April from GMU Director (Kerryn Manifold) of a missing camera within GMU
- As a part of the annual stocktake process, Rod liaised with Kerryn on 20 April to query who had access to the camera, and was advised <sup>CTPI</sup> [redacted] within GMU over the past year
- [redacted] were followed up on 1 May, with responses received from each over the following 2 weeks, however no specific insight gained as to where the camera is

#### ISSUES

- Historically the practice to deal with missing items has been to write them off financially without much investigation
  - o The FMPM requires investigation of missing items and only writing off the asset once it is deemed it cannot be recovered
    - There is no documented process for following up missing assets within DPC
  - o Due to the age and value of the camera, there is no financial write-off required, however the camera still requires formal removal from the asset register and DPC CFO approval to do so
- The FMPM requires a police report to be filed if a theft is suspected to have taken place, and/or notice given to the CCC if official misconduct is suspected
  - o The *Fraud and Corruption Control Policy* requires reporting to the CCC if an individual has an honest and reasonable belief in suspected fraudulent or corrupt activities occurring
  - o Cameras and other equipment are stored within an unlocked cupboard within the office and there is no sign in/out process for such equipment when used by staff

CTPI

s.73 Irrelevant, CTPI

- The head of Internal Audit must inform QAO if either the police or CCC are to be informed.

## RECOMMENDATION

1. Due to inferences of theft and official misconduct, the police, CCC and QAO should be informed
  - a. As the DPC CCC Liaison Officer you would need to communicate the matter to the CCC
  - b. The head of the organisational unit (Kerryn Manifold) would need to file a police report regarding the inferred theft
  - c. The Head of Internal Audit (Chris Smith) would need to report the matter to the QAO
  - d. The DPC CFO (Michael Philips) would be the accountable officer approving the removal of the asset from the asset register

## OTHER OPTIONS

2. As the inferences of theft and official misconduct have been unable to be substantiated, only write-off the asset via the DPC CFO required

## OTHER CONSIDERATIONS

- Whether formal documentation of internal investigation practices need to be developed within DPC
- Whether a sign in/out protocol needs to be implemented across all MOPS portable and attractive assets, only within GMU, or continue as is

Cheers,  
Steve



### Steve Shevlin

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

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

**From:** Mark Morris <mark.morris@premiers.qld.gov.au>

**Sent:** Tuesday, 19 May 2020 6:57 AM

**To:** Stuart Busby <stuart.busby@premiers.qld.gov.au>

**Cc:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>; Steven Shevlin <steven.shevlin@premiers.qld.gov.au>

**Subject:** Missing camera update - confidential

Hi Stu summary of progress to date:

- Received advice on 15 April from Kerryn Manifold of a missing camera and details from GMU
- As a part of stocktake processes underway Rod liaised with Kerryn on 20 April to query who had access to the camera, and was advised [REDACTED] and [REDACTED]
- Rod liaised with DPC Assets to confirm documented process for following up missing items/equipment and was advised there is no such document from Kate McNarn on 27 April
- Rod emailed [REDACTED] and [REDACTED] as per standard process on 1 May to query if they knew any more details about the camera, and received responses back over the next 2 weeks, with no specific insight into where the camera is
- We are now in the process of confirming the protocol to engage police re potential theft. Exempt Sch.3(10)(1)(a) [REDACTED] so we are getting more details and I'll get back to you asap. I will ask Steve to confirm any mention of appropriate action cited in the FMPM.
- It seems that historically the precedent to deal with missing items is simply to write them off financially without much investigation into what happened to them.

Regards,



**Queensland  
Government**

**Mark Morris**

Director

**Ministerial Services**

Department of the Premier and Cabinet

P [redacted] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

Released under RTI - DPC

**Sarah Partosh**

---

**From:** Rod Moreno  
**Sent:** Thursday, 23 April 2020 1:51 PM  
**To:** Mark Morris  
**Cc:** Christopher Powell; Stuart Busby  
**Subject:** Draft - missing camera email.

Hi Mark,

Below is a draft email I was intending on individually sending to [redacted] and [redacted] from GMU, and potentially [redacted] if HR have a personal email address [redacted]. Can you please have a look at it and let me know if you are happy with the content/questions I'm asking?

Thanks

Rod

Hi [redacted]

In relation to the missing Sony camera and lens kit allocated to GMU, can you please confirm the following information in order for us to proceed further.

- Approximately when was the camera/lens kit noticed as missing?
- Who was the camera allocated to, or most frequently used by?
- To your knowledge, who was the last person to have it?
- Has the camera been returned/received?

Best regards



**Rod Moreno**  
Senior Administration Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

P 07 300 39076 M [redacted]  
Level 28, 1 William Street, Brisbane QLD 4000,  
Queensland Government PO Box 15185, City East, QLD 4002



**Sarah Partosh**

---

**From:** Christopher Powell  
**Sent:** Friday, 1 May 2020 12:08 PM  
**To:** Mark Morris  
**Cc:** Rod Moreno  
**Subject:** RE: Ministerial Laptop Stolen from Car - [redacted]

Yes Mark, we do. Rod will keep abreast of the Police report and actions

Thanks CP



**Chris Powell**  
Manager - Finance and Administration  
**Ministerial Services Branch**  
Department of the Premier and Cabinet  
P 07 3003 9069 M [redacted]  
1 William Street, Level 28, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Mark Morris  
**Sent:** Friday, 1 May 2020 11:22 AM  
**To:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>; Christopher Powell <chris.powell@premiers.qld.gov.au>  
**Subject:** FW: Ministerial Laptop Stolen from Car - [redacted]

Do you need to be across this?



**Mark Morris**  
Director  
**Ministerial Services**  
Department of the Premier and Cabinet  
P [redacted] | E mark.morris@premiers.qld.gov.au  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Stuart Busby <stuart.busby@premiers.qld.gov.au>  
**Sent:** Friday, 1 May 2020 11:19 AM  
**To:** Adam Wilkinson <adam.wilkinson@premiers.qld.gov.au>  
**Cc:** Mark Morris <mark.morris@premiers.qld.gov.au>; Rob McGuire <rob.mcguire@premiers.qld.gov.au>  
**Subject:** RE: Ministerial Laptop Stolen from Car - [redacted]

Thanks Adam, can we also ensure the mater has been reported to the police



**Stuart Busby**

Acting General Manager  
Government Services  
Department of the Premier and Cabinet

P 07 300 39279 M [redacted] E [stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Adam Wilkinson <[adam.wilkinson@premiers.qld.gov.au](mailto:adam.wilkinson@premiers.qld.gov.au)>  
**Sent:** Friday, 1 May 2020 10:03 AM  
**To:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Cc:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>; Rob McGuire <[rob.mcguire@premiers.qld.gov.au](mailto:rob.mcguire@premiers.qld.gov.au)>  
**Subject:** Ministerial Laptop Stolen from Car - [redacted]  
**Importance:** High

Morning,

[redacted] from Minister Dr Antony Lynham's office has had his laptop stolen from his car overnight. [redacted] is a Senior Policy Advisor.

I can advise that:

- BitLocker encryption was deployed to [redacted] laptop during build.
- We have confirmation of BitLocker activation and subsequent encryption key logged within our systems
- Users are unable to remove or disable BitLocker, this is an Administrative function only.
- [redacted] has advised Technology (verbally) that no post it notes with passwords were on his laptop when it was stolen.
- Technology has a high degree of confidence that the contents of [redacted] laptop remain secure.

Additional actions taken by Ministerial Technology:

- The active directory computer account has been disabled.
- [redacted] Ministerial password has been reset.
- Technology has asked [redacted] to confirm via email that no post it notes were on his laptop.

**Adam Wilkinson**

Director of Technology  
Ministerial Services  
Department of the Premier and Cabinet

P 07 3003 9901 | E [adam.wilkinson@premiers.qld.gov.au](mailto:adam.wilkinson@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

Pages 67 through 75 redacted for the following reasons:

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Exempt Sch.3(10)(1)(a)

Released under RTI - DPC

## Stuart Busby

---

**From:** Mark Morris  
**Sent:** Friday, 13 March 2020 10:52 AM  
**To:** Stuart Busby  
**Cc:** Christopher Powell  
**Subject:** RE: Agenda for mtg w Troy Fri 13/3 1130am

Re the missing camera equipment I'm advised that:

Both [redacted] and [redacted] (don't know their surnames sorry) knew of the missing equipment, they escalated it to [redacted] and Kerry Manifold .

Action: do we follow up with [redacted] Kerry?



Queensland  
Government

**Mark Morris**

Director  
Ministerial Services  
Department of the Premier and Cabinet

P [redacted] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Sent:** Friday, 13 March 2020 10:24 AM  
**To:** Christopher Powell <[chris.powell@premiers.qld.gov.au](mailto:chris.powell@premiers.qld.gov.au)>  
**Cc:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** RE: Agenda for mtg w Troy Fri 13/3 1130am

Missing camera equipment? Status



Queensland  
Government

**Stuart Busby**

Acting General Manager  
Government Services  
Department of the Premier and Cabinet

P 07 300 39279 M [redacted] E [stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

s.73 Irrelevant

Released under RTI - DPC

Released under RTI - DPC

## Stuart Busby

---

**From:** Mark Morris  
**Sent:** Tuesday, 14 April 2020 9:27 AM  
**To:** Stuart Busby  
**Subject:** RE: Missing camera equipment - GMU

Thank you.



Queensland  
Government

**Mark Morris**

Director  
Ministerial Services  
Department of the Premier and Cabinet

P [redacted] | E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Sent:** Tuesday, 14 April 2020 9:23 AM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera equipment - GMU

I spoke with Kerryn this morning, and he will provide a list of items tomorrow. Please follow up with me if you do not hear within the week.

Thanks  
Stuart



Queensland  
Government

**Stuart Busby**

Acting General Manager  
Government Services  
Department of the Premier and Cabinet

P 07 300 39279 M [redacted] | E [stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Sent:** Tuesday, 7 April 2020 11:47 PM  
**To:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Subject:** Missing camera equipment - GMU

Hi Stuart,

Can you please have a conversation with Kerryn Manifold as head of GMU? We've learned of some missing camera equipment. We do not have the specific details of the missing equipment but this may be revealed in the upcoming asset stocktake. We've been advised that [redacted] and [redacted] in GMU have escalated the issue to Kerryn Manifold and [redacted] but we haven't heard of a resolution to the matter. Given the equipment is high value and this issue may involve potential theft can you please raise sensitively directly with Kerryn or as you deem appropriate.

I'm happy to handle directly with Kerryn if appropriate.



**Queensland**  
Government

**Mark Morris**

Director

**Ministerial Services**

Department of the Premier and Cabinet

P [redacted] | E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

Released under RTI - DPC



## Stuart Busby

---

**From:** Mark Morris  
**Sent:** Friday, 17 April 2020 12:42 PM  
**To:** Christopher Powell; Rod Moreno  
**Cc:** Stuart Busby  
**Subject:** RE: Missing camera

Thanks Chris. Rod can you please action accordingly as per normal process for missing items and keep this group closely updated along the way? I'd like to see the answer to the further below as they come to hand. Absolutely do not go down the police route without coming back to Stu & myself first.

Where relevant to lead "investigations" let me know I am happy to get involved appropriately.

Also Rod as per this, below and the asset stocktake can you please confirm this is on track to be completed across the board by 30 June.

Thanks,



**Mark Morris**

Director  
Ministerial Services  
Department of the Premier and Cabinet

P [redacted] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Christopher Powell <[chris.powell@premiers.qld.gov.au](mailto:chris.powell@premiers.qld.gov.au)>  
**Sent:** Friday, 17 April 2020 11:54 AM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera

On reports of a loss, Rod will investigate as part of his asset and portable & Attractive management duties. Stocktake of physical items was going to be done virtually with photos of items sent. Obviously in this case we will have to investigate its disappearance.

Yes we lead these investigations, if the loss is a suspected theft we will contact the Police to report its disappearance.

All your dot points are relevant and will form part of the review.

CP



**Chris Powell**

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

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

**From:** Mark Morris  
**Sent:** Friday, 17 April 2020 10:14 AM  
**To:** Christopher Powell <[chris.powell@premiers.qld.gov.au](mailto:chris.powell@premiers.qld.gov.au)>  
**Cc:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>; Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Subject:** FW: Missing camera

Hi Chris,

Please see below. We have received advise from GMU that they are missing a camera. What is the precedent of process/action in such an instance?

- I'm assuming we can confirm asset number etc.?
- Where are we at with the stocktake? Could we address GMU next?
- Do we typically lead these investigations?

I'm assuming initial steps might include:

- Confirm who has had access to the camera/cupboard/keys
- Confirm who was last known to be in possession of the camera and what date this was
- Confirm and document the list of "several people" Kerryn refers to below
- Confirm the person last known to have the camera is included in the list of "several people"

Please just advice at this stage before any action thanks.



**Mark Morris**

Director  
Ministerial Services  
Department of the Premier and Cabinet

P [redacted] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Sent:** Wednesday, 15 April 2020 6:45 PM  
**To:** Kerryn Manifold (Ministerial) <[Kerryn.manifold@ministerial.qld.gov.au](mailto:Kerryn.manifold@ministerial.qld.gov.au)>  
**Cc:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera

Thanks for this advice Kerryn, we will action and return to you shortly.



**Stuart Busby**

Acting General Manager  
Government Services  
Department of the Premier and Cabinet

P 07 300 39279 M [redacted] E [stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Kerryn Manifold <Kerryn.Manifold@ministerial.qld.gov.au>  
**Sent:** Wednesday, 15 April 2020 2:33 PM  
**To:** Stuart Busby <stuart.busby@premiers.qld.gov.au>  
**Subject:** Missing camera

Hi Start – following on from our discussion yesterday, I can confirm that the GMU is unable to locate a Sony A7 camera. After contacting several people about its whereabouts, we are unable to locate it.



**Queensland  
Government**

**Kerryn Manifold**  
Director - Government Media Unit  
**Office of the Hon. Anastacia Palaszczuk MP**  
Premier of Queensland and Minister for Trade  

---

P 07 3719 7023 M [REDACTED]  
1 William Street, Brisbane QLD 4000  
PO Box 15185 City East QLD 4002

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## Stuart Busby

---

**From:** Stuart Busby  
**Sent:** Wednesday, 22 April 2020 4:44 PM  
**To:** Mark Morris  
**Subject:** FW: Missing camera

Will await your consideration and advice.



**Queensland**  
Government

**Stuart Busby**  
Acting General Manager  
Government Services  
Department of the Premier and Cabinet

P 07 300 39279 M [REDACTED] E [stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Sent:** Wednesday, 22 April 2020 12:27 PM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>; Christopher Powell <[chris.powell@premiers.qld.gov.au](mailto:chris.powell@premiers.qld.gov.au)>  
**Cc:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Subject:** FW: Missing camera

Hi gents,

Please see additional email response from Kerryn re missing camera. I believe the next administrative steps should be as follows:

- Review the process for exiting GMU staff, as they may not be managed by a typical office manager role eg. covering a staff exit checklist.
- Write a brief to CFO requesting the approval of writeoff for camera, and include any other equipment ready for disposal (eg. superseded items in IT run up room on 29)

The general stocktake process will follow as such:

- Carry out a physical stocktake of level 31 GMU including all other common areas eg server rooms, MSB IT on 28, IT run up room on 29, Citec & Parl house (if accessible)
- Confirm location/possession/photo of non IP traceable items not sighted during stocktake via email with relevant OM, GMU staff, these items may include cameras, drones, mics, gimbals, conference phones.
- Other items not accessible to the client but visible to us will be Server racks, IT switches, satellite phones (no data), UPS units.
- As per normal stocktake process, work with IT to provide reports from *mobile iron* (ipads, iphones), and other IT systems where IP items report back to base providing asset activity and visibility for those items such as, Printers, laptops, desktops, servers
- Compile data and asses results, items written off and prepared for disposal as a result of: end of life, damage, lost, stolen, will form part of brief to CFO for write off from SAP asset module prior to 30 June.
- Physical disposal of items will be arranged post CFO approval using G1 asset management (SOA approved)

Note: The main difference in the above from a standard stocktake is that there will not be a Ministerial office walkthrough sighting items, with the benefit of technology I believe we can interpret current server activity (IP based

items) for a physical device as they are all attached to a location and for personal items such as ipads, laptops iphones also attached to a staff member.

If the above is approved, I would like to begin the onsite process Monday 27/4.

Happy to discuss.

Regards

Rod Moreno

---

**From:** Kerryn Manifold <[Kerryn.Manifold@ministerial.qld.gov.au](mailto:Kerryn.Manifold@ministerial.qld.gov.au)>  
**Date:** Monday, 20 April 2020 at 1:27 pm  
**To:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera

CTPI

**From:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Sent:** Monday, 20 April 2020 1:16 PM  
**To:** Kerryn Manifold <[Kerryn.Manifold@ministerial.qld.gov.au](mailto:Kerryn.Manifold@ministerial.qld.gov.au)>  
**Subject:** FW: Missing camera

Hi Kerryn,

Thanks for your reply below, in order to assist us with the next steps, can you please confirm who has been contacted in relation to the camera's whereabouts. And to your knowledge, who was the last person in possession of the camera?

Many thanks



**Rod Moreno**  
Senior Administration Officer  
Ministerial Services  
Department of the Premier and Cabinet

P 07 300 39076 M [REDACTED]  
Level 28, 1 William Street, Brisbane QLD 4000,  
PO Box 15185, City East, QLD 4002

**From:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Sent:** Wednesday, 15 April 2020 6:45 PM  
**To:** Kerryn Manifold (Ministerial) <[Kerryn.manifold@ministerial.qld.gov.au](mailto:Kerryn.manifold@ministerial.qld.gov.au)>  
**Cc:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera

Thanks for this advice Kerryn, we will action and return to you shortly.



**Stuart Busby**

Acting General Manager  
Government Services  
Department of the Premier and Cabinet

P 07 300 39279 M [REDACTED] E [stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Kerryn Manifold <[Kerryn.Manifold@ministerial.qld.gov.au](mailto:Kerryn.Manifold@ministerial.qld.gov.au)>  
**Sent:** Wednesday, 15 April 2020 2:33 PM  
**To:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Subject:** Missing camera

Hi Start – following on from our discussion yesterday, I can confirm that the GMU is unable to locate a Sony A7 camera. After contacting several people about its whereabouts, we are unable to locate it.



**Kerryn Manifold**

Director - Government Media Unit  
**Office of the Hon. Anastacia Palaszczuk MP**  
Premier of Queensland and Minister for Trade

P 07 3719 7023 M [REDACTED]  
1 William Street, Brisbane QLD 4000  
PO Box 15185 City East QLD 4002

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Released under RTI - DPC

## Stuart Busby

---

**From:** Stuart Busby  
**Sent:** Thursday, 23 April 2020 6:04 AM  
**To:** Mark Morris  
**Subject:** Re: Missing camera

Mark pls ask Rod to check departmental procedures as well, touch base with Sharon Grooby

Sent from my iPhone

On 23 Apr 2020, at 12:59 am, Mark Morris <mark.morris@premiers.qld.gov.au> wrote:

1. I find it hard to believe that we are up to approaching police now without further steps first.
2. Before we approach the police we are going to have to brief Filly if we get to that stage.
3. We are going to need to document the process for missing items as a part of asset management. Please ensure this is on your agenda Rod.
4. Indeed write off procedures and briefs to CFO shouldn't be until other avenues exhausted.
5. CTPI [REDACTED]
6. I would think the process steps would include written comms to [REDACTED] and [REDACTED] querying about the camera so we can get a written response [REDACTED] as records. Just need to confirm who can email them in this instance. Rod?
7. Exempt Sch.3(10)(1)(a) [REDACTED]  
And is there a documented process around how we engage Police?
8. Regardless of the specific steps in relation to this missing camera Rod can you please commence normal routine stocktake activities ASAP and potentially schedule GMU to be first on your list?
9. As a part of the normal stocktake documented process (this might be something you're working on) it seems there's a step missing. If there's a missing item do we just simply write it off without considering theft?
10. Is there a precedent in recent years of missing items and theft investigations that we can refer to?

Thanks,

<image001.png>

**Mark Morris**

Director  
Ministerial Services  
Department of the Premier and Cabinet  
P [REDACTED] | E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>  
**Sent:** Wednesday, 22 April 2020 4:00 PM  
**To:** Mark Morris <mark.morris@premiers.qld.gov.au>; Christopher Powell



<chris.powell@premiers.qld.gov.au>

**Subject:** Re: Missing camera

Good question Mark, I'm not aware of any as I've never had to go down that route. Can we model it off the petty cash process Chris talks about. It's a similar principal. Happy to be guided if that is the direction you and Chris want to take.

Regards

Rod Moreno

---

**From:** Mark Morris <mark.morris@premiers.qld.gov.au>  
**Date:** Wednesday, 22 April 2020 at 3:34 pm  
**To:** Chris Powell <chris.powell@premiers.qld.gov.au>, Rod Moreno <Rod.Moreno@premiers.qld.gov.au>  
**Subject:** RE: Missing camera

Is there a documented process you can send me that we can adhere to?

<image002.png>

**Mark Morris**

Director  
Ministerial Services  
Department of the Premier and Cabinet

---

P [redacted] E mark.morris@premiers.qld.gov.au  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

---

**From:** Christopher Powell <chris.powell@premiers.qld.gov.au>  
**Sent:** Wednesday, 22 April 2020 2:53 PM  
**To:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>  
**Cc:** Mark Morris <mark.morris@premiers.qld.gov.au>  
**Subject:** RE: Missing camera

I understand, but write off procedures can't commence until all avenues are exhausted first.

Thanks CP

<image003.png>

**Chris Powell**

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

---

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

---

**From:** Rod Moreno  
**Sent:** Wednesday, 22 April 2020 2:47 PM

**To:** Christopher Powell <[chris.powell@premiers.qld.gov.au](mailto:chris.powell@premiers.qld.gov.au)>  
**Cc:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** Re: Missing camera

I was only covering the administrative steps, discussions on investigative or disciplinary action can follow.

Rod

**From:** Chris Powell <[chris.powell@premiers.qld.gov.au](mailto:chris.powell@premiers.qld.gov.au)>  
**Date:** Wednesday, 22 April 2020 at 2:32 pm  
**To:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Cc:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera

Sticky note from Stuart: Only this email

I think we are missing a huge step, here, we need to call in the Police who need to investigate the possibility of theft, Exempt Sch.3(10)(1)(a) I believe that camera was worth over \$1,000 including lenses over \$2,000. That is not a simple no care write off.

Thanks CP

<image004.png>

**Chris Powell**

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

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

**From:** Rod Moreno  
**Sent:** Wednesday, 22 April 2020 12:27 PM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>; Christopher Powell <[chris.powell@premiers.qld.gov.au](mailto:chris.powell@premiers.qld.gov.au)>  
**Cc:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Subject:** FW: Missing camera

Hi gents,

Please see additional email response from Kerryn re missing camera. I believe the next administrative steps should be as follows:

- Review the process for exiting GMU staff, as they may not be managed by a typical office manager role eg. covering a staff exit checklist.
- Write a brief to CFO requesting the approval of writeoff for camera, and include any other equipment ready for disposal (eg. superseded items in IT run up room on 29)

The general stocktake process will follow as such:

- Carry out a physical stocktake of level 31 GMU including all other common areas eg server rooms, MSB IT on 28, IT run up room on 29, Citec & Parl house (if accessible)
- Confirm location/possession/photo of non IP traceable items not sighted during stocktake via email with relevant OM, GMU staff, these items may include cameras, drones, mics, gimbals, conference phones.
- Other items not accessible to the client but visible to us will be Server racks, IT switches, satellite phones (no data), UPS units.
- As per normal stocktake process, work with IT to provide reports from *mobile iron* (ipads, iphones), and other IT systems where IP items report back to base providing asset activity and visibility for those items such as, Printers, laptops, desktops, servers
- Compile data and asses results, items written off and prepared for disposal as a result of: end of life, damage, lost, stolen, will form part of brief to CFO for write off from SAP asset module prior to 30 June.
- Physical disposal of items will be arranged post CFO approval using G1 asset management (SOA approved)

Note: The main difference in the above from a standard stocktake is that there will not be a Ministerial office walkthrough sighting items, with the benefit of technology i believe we can interpret current server activity (IP based items) for a physical device as they are all attached to a location and for personal items such as ipads, laptops iphones also attached to a staff member.

If the above is approved, I would like to begin the onsite process Monday 27/4.

Happy to discuss.

Regards

Rod Moreno

---

**From:** Kerryyn Manifold <[Kerryyn.Manifold@ministerial.qld.gov.au](mailto:Kerryyn.Manifold@ministerial.qld.gov.au)>

**Date:** Monday, 20 April 2020 at 1:27 pm

**To:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>

**Subject:** RE: Missing camera

CTPI

**From:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>

**Sent:** Monday, 20 April 2020 1:16 PM

**To:** Kerryyn Manifold <[Kerryyn.Manifold@ministerial.qld.gov.au](mailto:Kerryyn.Manifold@ministerial.qld.gov.au)>

**Subject:** FW: Missing camera

Hi Kerryyn,

Thanks for your reply below, in order to assist us with the next steps, can you please confirm who has been contacted in relation to the camera's whereabouts. And to your knowledge, who was the last person in possession of the camera?

Many thanks

<image005.png>

**Rod Moreno**

Senior Administration Officer  
Ministerial Services  
Department of the Premier and Cabinet

---

P 07 300 39076 M [REDACTED]  
Level 28, 1 William Street, Brisbane QLD 4000,  
PO Box 15185, City East, QLD 4002

**From:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Sent:** Wednesday, 15 April 2020 6:45 PM  
**To:** Kerryn Manifold (Ministerial) <[Kerryn.manifold@ministerial.qld.gov.au](mailto:Kerryn.manifold@ministerial.qld.gov.au)>  
**Cc:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera

Thanks for this advice Kerryn, we will action and return to you shortly.

<image006.png>

**Stuart Busby**

Acting General Manager  
Government Services  
Department of the Premier and Cabinet

---

P 07 300 39279 M [REDACTED] E [stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Kerryn Manifold <[Kerryn.Manifold@ministerial.qld.gov.au](mailto:Kerryn.Manifold@ministerial.qld.gov.au)>  
**Sent:** Wednesday, 15 April 2020 2:33 PM  
**To:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Subject:** Missing camera

Hi Start – following on from our discussion yesterday, I can confirm that the GMU is unable to locate a Sony A7 camera. After contacting several people about its whereabouts, we are unable to locate it.

<image021.png>

**Kerryn Manifold**

Director - Government Media Unit  
**Office of the Hon. Anastacia Palaszczuk MP**  
Premier of Queensland and Minister for Trade

---

P 07 3719 7023 M [REDACTED]  
1 William Street, Brisbane QLD 4000  
PO Box 15185 City East QLD 4002

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Released Under RTI/DPIC

## Stuart Busby

---

**From:** Stuart Busby  
**Sent:** Tuesday, 5 May 2020 6:38 PM  
**To:** Rod Moreno; Mark Morris  
**Subject:** RE: Missing Sony camera and lens kit

Please hold from reply for now, I will confirm when to proceed.



Queensland  
Government

**Stuart Busby**  
Acting General Manager  
Government Services  
Department of the Premier and Cabinet  
P 07 300 39279 M [redacted] E [stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Sent:** Tuesday, 5 May 2020 6:17 PM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Cc:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Subject:** Re: Missing Sony camera and lens kit

Thanks Mark, will do.

Rod

---

**From:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Date:** Tuesday, 5 May 2020 at 4:42 pm  
**To:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Cc:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Subject:** RE: Missing Sony camera and lens kit

Rod,

We have the answers to the questions we asked. Can you please reply to [redacted] with words to the effect of the below.  
Happy for you to tweak to your writing style.

s.73 Irrelevant

Any issues chat to me first. Thanks.



**Mark Morris**  
Director  
**Ministerial Services**  
Department of the Premier and Cabinet  
P [redacted] | E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [redacted]  
**Sent:** Tuesday, 5 May 2020 1:58 PM  
**To:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Cc:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** Re: Missing Sony camera and lens kit

**Missing Camera – Premier’s Office**

CTPI

Released under RTI - DPC

**When did you find out / hear that the camera + lens kit was missing?**

CTPI

**Who was the camera allocated to, or most frequently used by?**

CTPI

**To your knowledge, who was the last person to have it?**

As above.

**Do you have any other ideas about who might have the camera or its whereabouts?**

s.73 Irrelevant

Released under RTI - DPIC



As always, if you need to discuss this with me further, I am contactable on [redacted]

Best wishes,

[redacted]

On Fri, May 1, 2020 at 11:43 AM Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)> wrote:

Thanks [redacted]

Regards

Rod Moreno

---

**From:** [redacted]  
**Date:** Friday, 1 May 2020 at 11:24 am  
**To:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Cc:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** Re: Missing Sony camera and lens kit

Hi Rod

Thanks for your email.

Yes, I have had a few conversations about this. That's no worries.

Following those conversations I have prepared a note regarding most of this information. I will update that and get it to you by the weekend.

In the meantime if you need me I'm contactable on [redacted]

Thanks

[REDACTED]

On Fri, 1 May 2020 at 11:14 am, Rod Moreno <Rod.Moreno@premiers.qld.gov.au> wrote:

Hi [REDACTED]

Just reaching out to you in relation to a missing Sony camera and lens kit allocated to GMU. I appreciate you may have already had conversations on the matter but I need a reply email from you on the below please. [REDACTED]

[REDACTED] To help us can you please confirm the following information in order for us to try and find the equipment?

To the best of your knowledge:

1. When did you find out / hear that the camera + lens kit was missing?
2. Who was the camera allocated to, or most frequently used by?
3. To your knowledge, who was the last person to have it?
4. Do you have any other ideas about who might have the camera or its whereabouts?

Best regards,



Queensland  
Government

Rod Moreno

Senior Administration Officer

Ministerial Services

Department of the Premier and Cabinet

-----  
P 07 300 39076 [REDACTED]

Level 28, 1 William Street, Brisbane QLD 4000,

PO Box 15185, City East, QLD 4002

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--



Released under RTI - DPC

**Stuart Busby**

---

**From:** Rod Moreno  
**Sent:** Tuesday, 5 May 2020 6:43 PM  
**To:** Stuart Busby  
**Subject:** FW: Missing Sony camera and lens kit

FYI

---

**From:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>  
**Date:** Tuesday, 5 May 2020 at 6:23 pm  
**To:** [redacted]  
**Cc:** Mark Morris <mark.morris@premiers.qld.gov.au>  
**Subject:** Re: Missing Sony camera and lens kit

Hi [redacted]

s.73 Irrelevant

Thanks again.



**Queensland**  
Government

**Rod Moreno**  
Senior Administration Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

P 07 300 39076 M [redacted]  
Level 28, 1 William Street, Brisbane QLD 4000,  
PO Box 15185, City East, QLD 4002

---

**From:** [redacted]  
**Date:** Tuesday, 5 May 2020 at 1:59 pm  
**To:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>  
**Cc:** Mark Morris <mark.morris@premiers.qld.gov.au>  
**Subject:** Re: Missing Sony camera and lens kit

Missing Camera - Premier's Office

CTPI

CTPI

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**When did you find out / hear that the camera + lens kit was missing?**

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**Who was the camera allocated to, or most frequently used by?**

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**To your knowledge, who was the last person to have it?**

As above.

**Do you have any other ideas about who might have the camera or its whereabouts?**

s.73 Irrelevant

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As always, if you need to discuss this with me further, I am contactable on [redacted]

Best wishes,

[redacted]

On Fri, May 1, 2020 at 11:43 AM Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)> wrote:

Thanks [redacted]

Regards

Rod Moreno

**From:** [redacted]  
**Date:** Friday, 1 May 2020 at 11:24 am  
**To:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Cc:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** Re: Missing Sony camera and lens kit

Hi Rod

Thanks for your email.

Yes, I have had a few conversations about this. That's no worries.

Following those conversations I have prepared a note regarding most of this information. I will update that and get it to you by the weekend.

In the meantime if you need me I'm contactable on [redacted]

Thanks

On Fri, 1 May 2020 at 11:14 am, Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)> wrote:

Hi [redacted]

Just reaching out to you in relation to a missing Sony camera and lens kit allocated to GMU. I appreciate you may have already had conversations on the matter but I need a reply email from you on the below please [redacted]

[redacted] To help us can you please confirm the following information in order for us to try and find the equipment?

To the best of your knowledge:

1. When did you find out / hear that the camera + lens kit was missing?

2. Who was the camera allocated to, or most frequently used by?
3. To your knowledge, who was the last person to have it?
4. Do you have any other ideas about who might have the camera or its whereabouts?

Best regards,



**Rod Moreno**  
Senior Administration Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

P 07 300 39076 M

Level 28, 1 William Street, Brisbane QLD 4000,

PO Box 15185, City East, QLD 4002

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Released under RTI - DPC

## Stuart Busby

---

**From:** Stuart Busby  
**Sent:** Sunday, 17 May 2020 1:13 PM  
**To:** Mark Morris  
**Subject:** RE: Missing Sony camera and lens kit

Thanks, can we discuss during the week Mark, need to confirm what stage we are at – I think we have followed all our due process and time is not to consider referring to the Police. Need to liaise with Filly first. If you could confirm in an email, very short dots on what we've done and what we propose as next course of action.

She will want to know process for DPC in this regard, and the source document for that.



**Stuart Busby**

Acting General Manager  
Government Services  
Department of the Premier and Cabinet

P 07 300 39279 M [REDACTED] E [stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Sent:** Friday, 15 May 2020 3:15 PM  
**To:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Cc:** Mikhal Mitchell <[Mikhal.Mitchell@premiers.qld.gov.au](mailto:Mikhal.Mitchell@premiers.qld.gov.au)>  
**Subject:** FW: Missing Sony camera and lens kit

fyi



**Mark Morris**

Director  
Ministerial Services  
Department of the Premier and Cabinet

P [REDACTED] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Sent:** Friday, 15 May 2020 2:06 PM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** FW: Missing Sony camera and lens kit

Fyi.

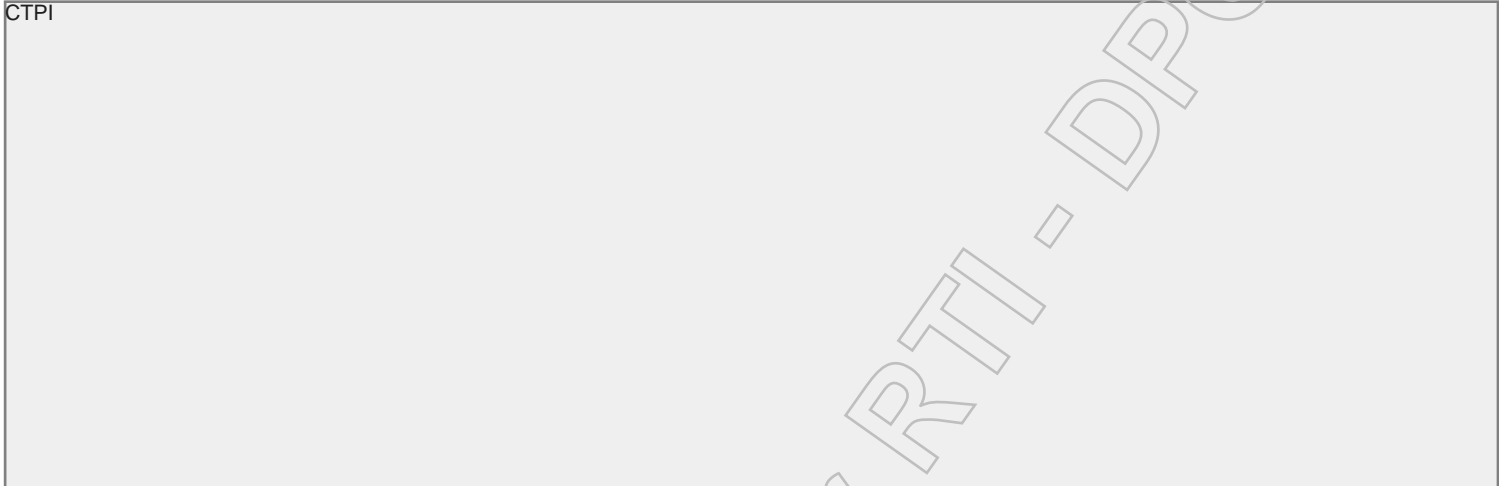
Regards

Rod Moreno

**From:** [redacted] <[redacted]@ministerial.qld.gov.au>  
**Date:** Friday, 15 May 2020 at 12:12 pm  
**To:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>  
**Subject:** Re: Missing Sony camera and lens kit

Hi Rod,

CTPI



[redacted]  
Queensland Government Media Unit  
P [redacted]  
M [redacted]

On 15 May 2020, at 11:58 am, Rod Moreno <rod.moreno@premiers.qld.gov.au> wrote:

Hi [redacted]

As per our conversation earlier, below is the email awaiting a response please.

Regards

Rod Moreno

---

**From:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>  
**Date:** Friday, 1 May 2020 at 11:10 am  
**To:** [redacted] <[redacted]@ministerial.qld.gov.au>  
**Cc:** Mark Morris <mark.morris@premiers.qld.gov.au>  
**Subject:** Missing Sony camera and lens kit

Hi [redacted]

Just touching base in relation to a missing Sony camera and lens kit allocated to GMU. I appreciate you may have already had conversations on the matter but I need a reply from you on the below please. Can you confirm the following information in order for us to proceed further.

To the best of your knowledge:

## Stuart Busby

---

**From:** Mark Morris  
**Sent:** Tuesday, 19 May 2020 6:57 AM  
**To:** Stuart Busby  
**Cc:** Rod Moreno; Steven Shevlin  
**Subject:** Missing camera update - confidential

Hi Stu summary of progress to date:

- Received advice on 15 April from Kerryn Manifold of a missing camera and details from GMU
- As a part of stocktake processes underway Rod liaised with Kerryn on 20 April to query who had access to the camera, and was advised [REDACTED] and [REDACTED]
- Rod liaised with DPC Assets to confirm documented process for following up missing items/equipment and was advised there is no such document from Kate McNarn on 27 April
- Rod emailed [REDACTED] and [REDACTED] as per standard process on 1 May to query if they knew any more details about the camera, and received responses back over the next 2 weeks, with no specific insight into where the camera is
- We are now in the process of confirming the protocol to engage police re potential theft. [REDACTED] Exempt Sch.3(10)(1)(a) [REDACTED] so we are getting more details and I'll get back to you asap. I will ask Steve to confirm any mention of appropriate action cited in the FMPM.
- It seems that historically the precedent to deal with missing items is simply to write them off financially without much investigation into what happened to them.

Regards,



Queensland  
Government

**Mark Morris**

Director

Ministerial Services

Department of the Premier and Cabinet

P [REDACTED] | E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

## Stuart Busby

---

**From:** Stuart Busby  
**Sent:** Wednesday, 10 June 2020 6:56 AM  
**To:** Mark Morris  
**Subject:** RE: Missing camera update - confidential

Mark, apologies – I am trying to confirm if I have the latest advice on how to action the missing camera.

I will confirm with Filly s.73 Irrelevant but would like to be in a position to provide advice on what next in terms of the missing equipment if that matter is not being actioned.

Can you pls resend me the latest process advice.



**Queensland**  
Government

**Stuart Busby**

Acting General Manager  
Government Services  
Department of the Premier and Cabinet

P 07 300 39279 M [REDACTED] E [stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Stuart Busby  
**Sent:** Tuesday, 19 May 2020 11:05 AM  
**To:** Steven Shevlin <[steven.shevlin@premiers.qld.gov.au](mailto:steven.shevlin@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera update - confidential

Will leave this with you to confirm -



**Queensland**  
Government

**Stuart Busby**

Acting General Manager  
Government Services  
Department of the Premier and Cabinet

P 07 300 39279 M [REDACTED] E [stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Steven Shevlin <[steven.shevlin@premiers.qld.gov.au](mailto:steven.shevlin@premiers.qld.gov.au)>  
**Sent:** Tuesday, 19 May 2020 10:58 AM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>; Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Cc:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera update - confidential

Sorry additional point (I'm not sure what GMU stand for), that if it is an Administered (MOPS) asset, only the Treasurer has authority to approve the write-off. I'm just confirming with DPC finance, if it is really the Treasurer or meant to be the Under Treasurer.

With regard to alerting the police, the officer in charge of the organisational unit is meant to be the one completing and submitting the loss and write-off form. I would expect it is the same officer who would alert the police in order to be the contact during their enquiries.

The method for alerting the police is not prescribed, however the following link can be used for reporting stolen items <https://forms.police.qld.gov.au/launch/StolenProperty>

Cheers,  
Steve



**Steve Shevlin**  
A/Manager - Finance and Administration  
**Ministerial Services Branch**  
Department of the Premier and Cabinet  
P 07 3003 9069 M [REDACTED]  
1 William Street, Level 28, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Sent:** Tuesday, 19 May 2020 10:39 AM  
**To:** Steven Shevlin <[steven.shevlin@premiers.qld.gov.au](mailto:steven.shevlin@premiers.qld.gov.au)>; Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Cc:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera update - confidential

Great work on this Steve. Stu FYI below.

Will talk more on this today. I'll have a chat to Chris S.

Need to confirm if we advise QPS who does the advising and to whom specifically i.e. what is the advice channel?

Once we're clear on these things we'll need to brief Filly for approval before going any further.



**Mark Morris**  
Director  
**Ministerial Services**  
Department of the Premier and Cabinet  
P [REDACTED] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Steven Shevlin <[steven.shevlin@premiers.qld.gov.au](mailto:steven.shevlin@premiers.qld.gov.au)>  
**Sent:** Tuesday, 19 May 2020 10:32 AM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Cc:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera update - confidential

Hi Mark,

Section 11.8 of the FMPM prescribes the requirements for dealing with a loss or theft.

*"Details of any loss or write off, must be documented on the Losses and write off declaration form and forwarded to the Chief Financial Officer.*

An investigation must be undertaken to investigate the circumstances of the loss and recommend action to prevent the loss recurring.

If it is suspected that the loss is as a result of an offence under the Criminal Code or another Act, written notice about the loss must be provided to a police officer, Accountable Officer, Head of Internal Audit, and Queensland Audit Office (QAO). If it is suspected that the loss has occurred due to official misconduct of an officer of the Department or associated body the Criminal Justice Commission, Head of Internal Audit, and QAO must be advised.

When an officer first becomes aware of the loss, they must immediately inform their Manager/Director, who then must investigate until it is considered the asset cannot be recovered.

Also,

- If the asset is considered stolen or otherwise a criminal offence has taken place, then it must be reported to police.
- If the loss involves official misconduct then the accountable officer must give written notice to the CMC
- The head of Internal Audit must inform QAO if either of the above 2 actions are required.

Where the loss occurred while under an officer's control, the loss is recoverable from the officer if the officer was negligent in their duties, including a failure to fulfil their prescribed duties or take reasonable steps to prevent the loss.

In this instance, it is important to determine whether the camera was under an officer's control, whether unlawful activity is suspected and whether there is further action we could try to take to recover the camera. The answer to these will determine the next steps in the process.

Cheers,  
Steve



**Steve Shevlin**

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

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

**From:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Sent:** Tuesday, 19 May 2020 8:18 AM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Cc:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>; Steven Shevlin <[steven.shevlin@premiers.qld.gov.au](mailto:steven.shevlin@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera update - confidential

Thanks Mark, pls come back to me once FPM content confirmed, and I confirm I would want to liaise with the DDG before any referral to QPS is undertaken. I would like this settled this week, so as not to draw it out too long.

cheers



**Stuart Busby**

Acting General Manager  
Government Services  
Department of the Premier and Cabinet

P 07 300 39279 M [REDACTED] E [stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Mark Morris <mark.morris@premiers.qld.gov.au>  
**Sent:** Tuesday, 19 May 2020 6:57 AM  
**To:** Stuart Busby <stuart.busby@premiers.qld.gov.au>  
**Cc:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>; Steven Shevlin <steven.shevlin@premiers.qld.gov.au>  
**Subject:** Missing camera update - confidential

Hi Stu summary of progress to date:

- Received advice on 15 April from Kerryn Manifold of a missing camera and details from GMU
- As a part of stocktake processes underway Rod liaised with Kerryn on 20 April to query who had access to the camera, and was advised [redacted] and [redacted]
- Rod liaised with DPC Assets to confirm documented process for following up missing items/equipment and was advised there is no such document from Kate McNarn on 27 April
- Rod emailed [redacted] and [redacted] as per standard process on 1 May to query if they knew any more details about the camera, and received responses back over the next 2 weeks, with no specific insight into where the camera is
- We are now in the process of confirming the protocol to engage police re potential theft. Exempt Sch.3(10)(1)(a) [redacted] so we are getting more details and I'll get back to you asap. I will ask Steve to confirm any mention of appropriate action cited in the FMPM.
- It seems that historically the precedent to deal with missing items is simply to write them off financially without much investigation into what happened to them.

Regards,



**Queensland**  
Government

**Mark Morris**  
Director  
**Ministerial Services**  
Department of the Premier and Cabinet  
P [redacted] E mark.morris@premiers.qld.gov.au  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002



## Stuart Busby

---

**From:** Stuart Busby  
**Sent:** Wednesday, 10 June 2020 10:43 AM  
**To:** Mark Morris; Steven Shevlin  
**Subject:** RE: Missing camera update - confidential

Just thought it would be a sign out sheet??



Queensland  
Government

**Stuart Busby**

Acting General Manager  
Government Services  
Department of the Premier and Cabinet

P 07 300 39279 M [redacted] E [stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Sent:** Wednesday, 10 June 2020 10:42 AM  
**To:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>; Steven Shevlin <[steven.shevlin@premiers.qld.gov.au](mailto:steven.shevlin@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera update - confidential

I think in reality we would be mostly likely to lodge the police report via Filly.

Steve can you please confirm camera details.

I think some way of monitoring possession of kit at any point in time is essential – just not sure if a procedure is the best way. Happy to discuss and consider.



Queensland  
Government

**Mark Morris**

Director  
Ministerial Services  
Department of the Premier and Cabinet

P [redacted] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Sent:** Wednesday, 10 June 2020 10:17 AM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera update - confidential

Thanks that's the one

One question – we sure the PO would file a police report, or would we?

Can you resend camera details including age – just so I have those details to support write off.

I think we need to develop and recommend a sign out procedure if it is not already in place?



**Stuart Busby**

Acting General Manager  
Government Services  
Department of the Premier and Cabinet

P 07 300 39279 M [redacted] E [stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Sent:** Wednesday, 10 June 2020 7:26 AM  
**To:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Subject:** FW: Missing camera update - confidential

Hi Stu this is the latest re camera.



**Mark Morris**

Director  
Ministerial Services  
Department of the Premier and Cabinet

P [redacted] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Mark Morris  
**Sent:** Friday, 29 May 2020 2:21 PM  
**To:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Cc:** Steven Shevlin <[steven.shevlin@premiers.qld.gov.au](mailto:steven.shevlin@premiers.qld.gov.au)>  
**Subject:** FW: Missing camera update - confidential

Hi Stu,

See Steve's suggested summary for Filly below, which I think is an excellent and comprehensive summary including recommended action and options. Especially as he is coming in cold to this.

Can you please discuss with Filly or if need the 3 of us can discuss first?

Thanks,



**Mark Morris**

Director  
Ministerial Services  
Department of the Premier and Cabinet

P [redacted] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Steven Shevlin <[steven.shevlin@premiers.qld.gov.au](mailto:steven.shevlin@premiers.qld.gov.au)>  
**Sent:** Friday, 29 May 2020 2:05 PM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** FW: Missing camera update - confidential

Mark,

Proposed email for Filly below...

Filly,

For your consideration regarding the missing camera in GMU – we need to decide whether to involve police, CMC and/or QAO in the matter.

#### BACKGROUND

- Ministerial Services received advice on 15 April from GMU Director (Kerryn Manifold) of a missing camera within GMU
- As a part of the annual stocktake process, Rod liaised with Kerryn on 20 April to query who had access to the camera, and was advised [REDACTED] within GMU over the past year
- [REDACTED] were followed up on 1 May, with responses received from each over the following 2 weeks, however no specific insight gained as to where the camera is

#### ISSUES

- Historically the practice to deal with missing items has been to write them off financially without much investigation
  - o The FMPM requires investigation of missing items and only writing off the asset once it is deemed it cannot be recovered
    - There is no documented process for following up missing assets within DPC
  - o Due to the age and value of the camera, there is no financial write-off required, however the camera still requires formal removal from the asset register and DPC CFO approval to do so
- The FMPM requires a police report to be filed if a theft is suspected to have taken place, and/or notice given to the CCC if official misconduct is suspected
  - o The *Fraud and Corruption Control Policy* requires reporting to the CCC if an individual has an honest and reasonable belief in suspected fraudulent or corrupt activities occurring and material loss has occurred
    - Using s.40 of the Crime and Corruption Act 2001's 5 step process, the missing camera would be level 3 due to low value and not reportable to CCC
  - o Cameras and other equipment are required to be stored within a locked cupboard within the GMU office and there is no sign in/out process for such equipment when used by staff
    - It is unclear whether GMU are keeping the cupboard locked consistently as we have previously had compliance concerns around requirements within GMU
  - o CTPI [REDACTED]
    - s.73 irrelevant, CTPI [REDACTED]
- The head of Internal Audit must inform QAO if either the police or CCC are to be informed regarding a material loss
  - o As the item has no residual value and was bought for under \$5k, the loss is not material and so no requirement for reporting to QAO.

#### RECOMMENDATION

1. Due to inferences of theft, the police should be informed

- a. The head of the organisational unit (Kerryn Manifold) would need to file a police report regarding the potential theft
- b. The DPC CFO (Michael Philips) would be the accountable officer approving the removal of the asset from the asset register

#### OTHER OPTIONS

2. As the inferences of theft is unsubstantiated, only write-off the asset via the DPC CFO required
3. As the DPC CCC Liaison Officer you may wish to communicate the matter to CCC even if not required
4. As a matter of practice you may wish to inform the QAO even if it is deemed immaterial

#### OTHER CONSIDERATIONS

- Whether formal documentation of internal investigation practices need to be developed within DPC
- Whether a sign in/out protocol needs to be implemented across all MOPS portable and attractive assets, only within GMU, or continue as is

Cheers,  
Steve



**Queensland**  
Government

#### **Steve Shevlin**

A/Manager - Finance and Administration  
**Ministerial Services**  
Department of the Premier and Cabinet

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

## Stuart Busby

---

**From:** Rod Moreno  
**Sent:** Wednesday, 10 June 2020 4:04 PM  
**To:** Steven Shevlin  
**Cc:** Mark Morris; Stuart Busby  
**Subject:** Re: Missing camera update - confidential

Hi Steve,

Camera details are:

Age: capitalised 30/4/2017

Camera purchase price: \$1680

Lens kit: \$600 (approx.)

Model: Sony A7II SLR Camera + 2 Sony Lenses

Date last sighted on asset stocktake: 19/6/2019 on level 31 GMU.

Regards

Rod Moreno

---

**From:** Steven Shevlin <steven.shevlin@premiers.qld.gov.au>  
**Date:** Wednesday, 10 June 2020 at 1:18 pm  
**To:** Rod Moreno <Rod.Moreno@premiers.qld.gov.au>  
**Subject:** FW: Missing camera update - confidential

Hi Rod,

Can you please confirm the details of the camera back to myself, Mark and Stu.  
Age, purchase price, model, date last sighted on asset stocktake.

Cheers,  
Steve



Queensland  
Government

**Steve Shevlin**

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

---

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

---

**From:** Mark Morris <mark.morris@premiers.qld.gov.au>  
**Sent:** Wednesday, 10 June 2020 10:42 AM  
**To:** Stuart Busby <stuart.busby@premiers.qld.gov.au>; Steven Shevlin <steven.shevlin@premiers.qld.gov.au>  
**Subject:** RE: Missing camera update - confidential

I think in reality we would be mostly likely to lodge the police report via Filly.

Steve can you please confirm camera details.

I think some way of monitoring possession of kit at any point in time is essential – just not sure if a procedure is the best way. Happy to discuss and consider.



**Mark Morris**

Director  
Ministerial Services  
Department of the Premier and Cabinet

P [redacted] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Sent:** Wednesday, 10 June 2020 10:17 AM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** RE: Missing camera update - confidential

Thanks that's the one

One question – we sure the PO would file a police report, or would we?

Can you resend camera details including age – just so I have those details to support write off.

I think we need to develop and recommend a sign out procedure if it is not already in place?



**Stuart Busby**

Acting General Manager  
Government Services  
Department of the Premier and Cabinet

P 07 300 39279 M [redacted] E [stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Sent:** Wednesday, 10 June 2020 7:26 AM  
**To:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Subject:** FW: Missing camera update - confidential

Hi Stu this is the latest re camera.



**Mark Morris**

Director  
Ministerial Services  
Department of the Premier and Cabinet

P [redacted] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Steven Shevlin <[steven.shevlin@premiers.qld.gov.au](mailto:steven.shevlin@premiers.qld.gov.au)>  
**Sent:** Friday, 29 May 2020 2:05 PM

To: Mark Morris <mark.morris@premiers.qld.gov.au>  
Subject: FW: Missing camera update - confidential

Mark,

Proposed email for Filly below...

Filly,

For your consideration regarding the missing camera in GMU – we need to decide whether to involve police, CMC and/or QAO in the matter.

#### BACKGROUND

- Ministerial Services received advice on 15 April from GMU Director (Kerryn Manifold) of a missing camera within GMU
- As a part of the annual stocktake process, Rod liaised with Kerryn on 20 April to query who had access to the camera, and was advised [redacted] within GMU over the past year
- [redacted] were followed up on 1 May, with responses received from each over the following 2 weeks, however no specific insight gained as to where the camera is

#### ISSUES

- Historically the practice to deal with missing items has been to write them off financially without much investigation
  - o The FMPM requires investigation of missing items and only writing off the asset once it is deemed it cannot be recovered
    - There is no documented process for following up missing assets within DPC
  - o Due to the age and value of the camera, there is no financial write-off required, however the camera still requires formal removal from the asset register and DPC CFO approval to do so
- The FMPM requires a police report to be filed if a theft is suspected to have taken place, and/or notice given to the CCC if official misconduct is suspected
  - o The *Fraud and Corruption Control Policy* requires reporting to the CCC if an individual has an honest and reasonable belief in suspected fraudulent or corrupt activities occurring and material loss has occurred
    - Using s.40 of the Crime and Corruption Act 2001's 5 step process, the missing camera would be level 3 due to low value and not reportable to CCC
  - o Cameras and other equipment are required to be stored within a locked cupboard within the GMU office and there is no sign in/out process for such equipment when used by staff
    - It is unclear whether GMU are keeping the cupboard locked consistently as we have previously had compliance concerns around requirements within GMU
- o CTPI [redacted]
  - s.73 Irrelevant, CTPI [redacted]
- The head of Internal Audit must inform QAO if either the police or CCC are to be informed regarding a material loss
  - o As the item has no residual value and was bought for under \$5k, the loss is not material and so no requirement for reporting to QAO.

## RECOMMENDATION

1. Due to inferences of theft, the police should be informed
  - a. The head of the organisational unit (Kerryn Manifold) would need to file a police report regarding the potential theft
  - b. The DPC CFO (Michael Philips) would be the accountable officer approving the removal of the asset from the asset register

## OTHER OPTIONS

2. As the inferences of theft is unsubstantiated, only write-off the asset via the DPC CFO required
3. As the DPC CCC Liaison Officer you may wish to communicate the matter to CCC even if not required
4. As a matter of practice you may wish to inform the QAO even if it is deemed immaterial

## OTHER CONSIDERATIONS

- Whether formal documentation of internal investigation practices need to be developed within DPC
- Whether a sign in/out protocol needs to be implemented across all MOPS portable and attractive assets, only within GMU, or continue as is

Cheers,  
Steve



### Steve Shevlin

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

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



Page 121 redacted for the following reason:

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Exempt Sch.3(10)(1)(a)

Released under RTI - DPC

## Stuart Busby

---

**From:** Mark Morris  
**Sent:** Friday, 19 June 2020 1:03 PM  
**To:** Stuart Busby  
**Cc:** Steven Shevlin  
**Subject:** Camera

Hi Stu I spoke with Troy about the camera.

He is going to talk to Kerryn and come back to me.

Until then we are holding further action.



**Queensland**  
Government

**Mark Morris**

Director  
Ministerial Services  
Department of the Premier and Cabinet

P [redacted] | E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

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## Stuart Busby

---

**From:** Mark Morris  
**Sent:** Friday, 3 July 2020 11:37 AM  
**To:** Stuart Busby  
**Subject:** RE: GMU items required.

Troy hasn't spoken to Kerryn yet. Its been 2 weeks.



Queensland  
Government

**Mark Morris**

Director  
Ministerial Services  
Department of the Premier and Cabinet

P [redacted] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Sent:** Friday, 3 July 2020 7:57 AM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** Re: GMU items required.

Thanks good approach

What is status on camera loss ?

Any better controls put in place before we dish out more

Sent from my iPhone

s.73 Irrelevant

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## Stuart Busby

---

**From:** Mark Morris  
**Sent:** Thursday, 9 July 2020 10:28 PM  
**To:** Stuart Busby  
**Cc:** Jessica Barge  
**Subject:** FW: Missing camera update - confidential  
**Attachments:** RE: Camera

Hi Stu,

When we last spoke on this, you had spoken to Filly, and the initial course of action was to talk to Troy, and ask him to talk to Kerry, indicating that we were in a position where if indeed as we had been previously advised, theft was suspected, then Kerry would need to file a police report. I've been waiting to hear back from Troy and today I received the attached. Troy is now on leave and returns on Tuesday.

On Tuesday I'm going to clarify with Troy if in fact theft is still or no longer suspected. If theft is no longer suspected then I am assuming from the below we would proceed as per a lost asset.

Just flagging this with you in case we still want to progress CCC or QAO advice regardless. We will also need to update Filly.

Regards,



Queensland  
Government

**Mark Morris**

Director

Ministerial Services

Department of the Premier and Cabinet

P [redacted] | E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** Mark Morris  
**Sent:** Wednesday, 10 June 2020 7:26 AM  
**To:** Stuart Busby <[stuart.busby@premiers.qld.gov.au](mailto:stuart.busby@premiers.qld.gov.au)>  
**Subject:** FW: Missing camera update - confidential

Hi Stu this is the latest re camera.



Queensland  
Government

**Mark Morris**

Director

Ministerial Services

Department of the Premier and Cabinet

P [redacted] | E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** Mark Morris  
**Sent:** Friday, 29 May 2020 2:21 PM

To: Stuart Busby <stuart.busby@premiers.qld.gov.au>  
Cc: Steven Shevlin <steven.shevlin@premiers.qld.gov.au>  
Subject: FW: Missing camera update - confidential

Hi Stu,

See Steve's suggested summary for Filly below, which I think is an excellent and comprehensive summary including recommended action and options. Especially as he is coming in cold to this.

Can you please discuss with Filly or if need the 3 of us can discuss first?

Thanks,



**Mark Morris**  
Director  
Ministerial Services  
Department of the Premier and Cabinet  
P [redacted] E mark.morris@premiers.qld.gov.au  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

From: Steven Shevlin <steven.shevlin@premiers.qld.gov.au>  
Sent: Friday, 29 May 2020 2:05 PM  
To: Mark Morris <mark.morris@premiers.qld.gov.au>  
Subject: FW: Missing camera update - confidential

Mark,

Proposed email for Filly below...

-----  
Filly,

For your consideration regarding the missing camera in GMU – we need to decide whether to involve police, CMC and/or QAO in the matter.

#### BACKGROUND

- Ministerial Services received advice on 15 April from GMU Director (Kerryn Manifold) of a missing camera within GMU
- As a part of the annual stocktake process, Rod liaised with Kerryn on 20 April to query who had access to the camera, and was advised [redacted] within GMU over the past year
- [redacted] were followed up on 1 May, with responses received from each over the following 2 weeks, however no specific insight gained as to where the camera is

#### ISSUES

- Historically the practice to deal with missing items has been to write them off financially without much investigation
  - o The FMPM requires investigation of missing items and only writing off the asset once it is deemed it cannot be recovered





## Stuart Busby

---

**From:** Troy Mitchell  
**Sent:** Thursday, 9 July 2020 3:37 PM  
**To:** Mark Morris  
**Subject:** RE: Camera

Hi Mark, No action required.

Regards



**Queensland**  
Government

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

---

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

**From:** Mark Morris <mark.morris@premiers.qld.gov.au>  
**Sent:** Friday, 26 June 2020 2:38 PM  
**To:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
**Cc:** Stuart Busby <stuart.busby@premiers.qld.gov.au>  
**Subject:** Camera

Hi Troy let me know if you get a chance to talk to Kerryn. Thanks.



**Queensland**  
Government

**Mark Morris**  
Director  
**Ministerial Services**  
Department of the Premier and Cabinet  

---

**P** [REDACTED] **E** mark.morris@premiers.qld.gov.au  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

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## Stuart Busby

---

**From:** Mark Morris  
**Sent:** Sunday, 19 July 2020 10:45 AM  
**To:** Stuart Busby  
**Subject:** Re: Camera

Will talk more Monday.

We have implemented a custodian model for any new equipment so there is a noted person responsible for each item.

Get Outlook for iOS

---

**From:** Stuart Busby <stuart.busby@premiers.qld.gov.au>  
**Sent:** Sunday, July 19, 2020 10:40:40 AM  
**To:** Mark Morris <mark.morris@premiers.qld.gov.au>  
**Subject:** Re: Camera

I still do not know what that means.

Anyway the matter will be raised with the DG, I spoke with Filly again about it on Friday.

Sent from my iPhone

On 18 Jul 2020, at 10:55 pm, Mark Morris <mark.morris@premiers.qld.gov.au> wrote:

Hi Stu just confirming I spoke to Troy about the camera on Friday.


He has spoken to Kerryn and from their perspective they require no further action.

Happy to discuss.

<image002.png>

**Mark Morris**

Director  
Ministerial Services  
Department of the Premier and Cabinet

P  E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

*I'm writing this email now because it suits me, and I don't expect you to read, reply or action it outside of your own flexible work hours.*

Pages 132 through 138 redacted for the following reasons:

-----  
Exempt Sch.3(10)(1)(a)

Released under RTI - DPC

## Stuart Busby

**From:** Mark Morris  
**Sent:** Thursday, 10 September 2020 6:10 AM  
**To:** Adam Wilkinson  
**Cc:** Stuart Busby  
**Subject:** FW: Stocktake 2020 Completed  
**Attachments:** MS Disposal of Assets - Sept 2020\_attachment 1.pdf; MS Disposal of Assets - Sept 2020.docx; MS Asset stocktake May 2020.xlsx

fyi



**Mark Morris**  
Director  
Ministerial Services  
Department of the Premier and Cabinet  
P [redacted] E [mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002



**From:** Rod Moreno <[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)>  
**Sent:** Tuesday, 8 September 2020 2:57 PM  
**To:** Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>; Christopher Powell <[chris.powell@premiers.qld.gov.au](mailto:chris.powell@premiers.qld.gov.au)>  
**Subject:** Stocktake 2020 Completed

Hi Mark, Chris,

I have completed the final follow up of the 2020 asset stocktake in conjunction with MS IT and conclude this task with the following position:

Assets sighted or electronically matched with activity	632
Assets physically ready for disposal and removed from SAP	55
Assets already disposed off to be removed from SAP (approved by CFO 2019)	7
Assets un sighted and un matched as at 8/9/2020 (list below)	6

Asset Number	SAP Asset Description	Serial Number	Location	Fully Di
420004584	HP LAPTOP 360 - 1030	TBA	MS IT	30.06.21
420004816	IPHONE 8 64GB SPACE GRAY	C7CVWB3XJC6C	MS IT	31.03.21
420004855	IPAD 6TH GEN 128GB WIFI CEL BLACK/GREY	TBA	MS IT	31.12.21
420004899	IPAD AIR WIFI CELLULAR 64GB (SEP2019)	DMPY90S4LMWO	MS IT	31.10.21
420004904	IPAD AIR WIFI CELLULAR 64GB (SEP2019)	DMPYF1RDLMWO	MS IT	31.10.21
420004912	IPAD AIR WIFI CELLULAR 64GB (SEP2019)	DMPYF1SLMW0	MS IT	31.10.21

It is my recommendation for the above mentioned unmatched 6 items to remain active on our register until next stocktake with continued attention to finding their location, we can then reassess their status and act accordingly.

Regards



**Queensland  
Government**

**Rod Moreno**  
Senior Administration Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

P 07 300 39076 M [REDACTED]  
Level 28, 1 William Street, Brisbane QLD 4000,  
PO Box 15185, City East, QLD 4002

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Asset Number	Details	Total NBV	Action	Stocktake status	Reason for disposal
34	420004434 HP LAPTOP 360	0.00	witeoff	Stolen - whilst in staff possession	s.73 Irrelevant
39	420004934 HP LAPTOP 360 - 103U	0.00	witeoff	Stolen - whilst in staff possession	s.73 Irrelevant
53	420004784 Ipad Air2 128GB Space Gray	0.00	witeoff	Stolen - whilst in staff possession	Stolen - QP1900129794 - see email 21/1/19
54	420004804 IPHONE 7 32GB BLACK	0.00	witeoff	Lost - whilst in staff possession	Brett Reed (IT email 1/4/19) Lost at Sydney airport
55	420004874 Iphone XR Black 64GB	0.00	witeoff	Stolen - whilst in staff possession	Police report 1901739138 - email 26/9/19
<b>Total Net Book Value</b>					<b>\$ -</b>

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Department of the Premier and Cabinet  
Memorandum

Tracking Folder No.  
Document No Doc

To: Michael Phillips  
Chief Financial Officer

Date: 8 September 2020

Subject: MSB Assets for Disposal – July 2020

Approved / Not Approved / Noted

Addressee .....

Date ...../...../.....

• **RECOMMENDATION**

It is recommended that you:

- **Approve** the disposal of 55 assets to G1 Asset Management as specified in **Attachment 1** and removed from SAP.

• **KEY ISSUES**

- These assets have nil book value and therefore have no financial impact.
- These assets are faulty, damaged, superseded and out of warranty and not able to be repaired.
- 4 assets have been reported as stolen outside of the work environment – Qld Police Service reports are noted on attachment 1
- 1 asset has been reported as missing, internal consultations have not assisted in finding the asset.
- 1 asset has been reported as lost in a public space outside of the work environment.
- G1 Asset Management will be selected for this collection based on their prior engagement and being on the Standing Offer Arrangement (SOA84891)

• **CONSULTATION**

- Ministerial IT Services

Mark Morris  
Director  
Ministerial Services

Comments

Action Officer: Rod Moreno  
Area: Ministerial Services  
Telephone: 300 39076

Approvals by Director / ED / DDG  
documented in *notes* in TRIM



Pages 143 through 146 redacted for the following reasons:

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Exempt Sch.3(10)(1)(a)

Released under RTI - DPC

**Lucas Clarke**

---

**From:** Matthew Stacey  
**Sent:** Tuesday, 5 May 2020 12:33 PM  
**To:** IT Service Desk  
**Subject:** FW: [#INC-40362] - Ministerial: P3 - AD - Account Lockouts Detected During Business Hours

Hi ServiceDesk,  
Can you please confirm the following alert on [redacted] account -

A lockout was detected for [redacted] account on Friday afternoon.  
This was triggered from 7 logon failures to Exhcnage from workstation MSL420004549. (not his stolen laptop)  
No further failed logons detected since.

The last failed logon to exchange from old stolen laptop was at 9:18PM on Thursday the 30th of April.  
Please let me know if further details are required.

---

**Related Events**

_time	TaskCategory	Status	Description	Host	User	Workstation	Business_Hours
Fri May 1 15:48:56 2020	User Account Management	success	A user account was locked out	mindc02	MIN [redacted]	MSL420004549	During Business Hours

---

**RloT Ticket Information**

INC-40362  
Ministerial: P3 - AD - Account Lockouts Detected During Business Hours

---

Thanks  
Matthew

**Report Title:** Incident Details  
**Run Date and Time:** 04/12/2020 10:45:37 Australian Eastern Standard Time (Queensland)  
**Run by:** Matthew Stacey  
**Table name:** incident

**Incident**

Number:	INC0031637	State:	Closed
Caller:		DDA Priority:	3
Caller Office:	Natural Resources	Fulfilment Group:	
Affected Client:		Serial Number:	
Category:	Computers and Accessories	Room Number:	
Business service:	Windows Laptop	3rd Party Work Notes:	
Configuration item:	MSL420004434	DDA Task Reference:	
Contact type:	Phone	On hold reason:	Awaiting Caller
		Impact:	2 - Medium
		Urgency:	2 - Medium
		Priority:	3 - Moderate
		Assigned to:	Elliot Thorsen
		Assignment group:	MIN AD: 2ndlevelsupport

**Short description:**

Car broken into - Laptop Stolen 420004434

**Notes**

Watch list: Work notes list:

**Additional comments:**

01/05/2020 08:20:05 - Elliot Thorsen (Additional comments)  
 called to advise his car was broken into last night and his laptop was stolen.  
 His car was in an underground carpark and he believes only his laptop was stolen 420004434  
 Advised that he will need to supply the Police Report number.  
 His laptop is encrypted and he advised there were no passwords attached to the exterior of the laptop.

**Work notes:**

01/05/2020 08:20:05 - Elliot Thorsen (Work notes)  
 pending police report number.

**Related Records**

Parent Incident: Change Request:  
 Problem: Caused by Change:

**Closure Information**

Knowledge: false Closed by: Elliot Thorsen  
 Close code: Configuration Closed: 23/05/2020 11:00:01

Close notes:

closed call

**Related List Title:** Task SLA List  
**Table name:** task\_sla  
**Query Condition:** Task = INC0031637  
**Sort Order:** Task in ascending order

1 Task SLAs

SLA definition	Type	Stage	Has breached	Start time	Stop time	Actual elapsed time	Actual elapsed percentage
Priority 3 (9 hours)	OLA	Completed	false	01/05/2020 08:20:05	23/05/2020 11:00:01	0 Seconds	0

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**Lucas Clarke**

---

**From:** Elliot Thorsen  
**Sent:** Tuesday, 28 July 2020 11:10 AM  
**To:** Adam Wilkinson; Matthew Stacey; Steve Lowndes  
**Subject:** Stolen Laptop - 420004434

Laptop MSL420004434 has been returned to MSB IT by [redacted] (Natural Recourses office) on the morning of 28/7/2020.

Laptop was reported stolen from [redacted] residence on the night of the 30<sup>th</sup> of April. Exempt  
Sch.3(10)(1)(a)  
Police recovered the item and returned to [redacted]

Returned with non-standard Targus charger (works)

Laptop has been wiped and built with a copy of Windows 10 Home.

Contents on the laptop are Sony Xperia software, Samsung android software hacking tools.

Photos of Dyson Cordless stick vacuum, non Ministerial HP laptop, Sony smart phones most likely used for online sales adds.

Seems to be signed in with a Onedrive account for all the photos and adult videos.

Laptop will now be secure wiped and reimaged with Ministerial SOE for redeployment.

cheers



**Elliot Thorsen**

Service Desk Team Lead

**Ministerial Services**

Department of the Premier and Cabinet

P 07 3003 9907

1 William Street, Level 28, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**Lucas Clarke**

---

**From:** Troy Mitchell  
**Sent:** Monday, 3 August 2020 2:00 PM  
**To:** IT Service Desk  
**Subject:** RE: [REDACTED]  
**Attachments:** Lost Ministerial Laptop

Hi Con, Sorry for they delay. Please note that on Friday 24 July [REDACTED] verbally advised me that he had lost his laptop 3 weeks earlier. I asked [REDACTED] to report it to me by email with details (Attached is all he sent me).

If you need to contact him directly his mobile is [REDACTED]

Please let me know what else I need to do.

Regards



**Troy Mitchell**  
Executive Manager  
**Office of the Hon. Anastacia Palaszczuk MP**  
Premier of Queensland and Minister for Trade  
-----  
P 07 3719 7019 M [REDACTED]  
1 William Street Brisbane QLD 4000  
PO Box 15185 City East QLD 4002

**From:** IT Service Desk <it.servicedesk@ministerial.qld.gov.au>  
**Sent:** Wednesday, 29 July 2020 12:10 PM  
**To:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
**Subject:** RE: [REDACTED]

Hi Troy

Can we please have the laptop back so we can re image the device?

Cheers



**Con Maragos**  
Service Desk Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
-----  
P 07 3003 9909  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
**Sent:** Wednesday, 29 July 2020 8:53 AM  
**To:** IT Service Desk <it.servicedesk@ministerial.qld.gov.au>  
**Subject:** [REDACTED]

Hi, Can you please deactivate [redacted] account and all remote access. His last day was yesterday in our office.

Can you also please remove him from all email groups.

Regards



**Queensland**  
Government

**Troy Mitchell**

Executive Manager

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

Premier of Queensland and Minister for Trade

P 07 3719 7019 M [redacted]

1 William Street Brisbane QLD 4000

PO Box 15185 City East QLD 4002

Released under RTI - DPC

**Lucas Clarke**

---

**From:** [redacted]  
**Sent:** Friday, 24 July 2020 3:43 PM  
**To:** Troy Mitchell  
**Subject:** Lost Ministerial Laptop

Hi Troy,

As discussed we you before I have lost my Ministerial Laptop.

Thanks,

[redacted]



**Queensland**  
Government

[redacted]

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

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

Released under RTI - DPC



**Lucas Clarke**

---

**From:** Troy Mitchell  
**Sent:** Friday, 9 October 2020 7:55 AM  
**To:** IT Service Desk  
**Cc:** Troy Mitchell  
**Subject:** [REDACTED]

Hi, [REDACTED] thinks he has lost his phone on bus or train on way in. He has contact QLD rail and translink and is chasing up now.

Are you able to put message to call MSB? Does it appear automatically?

Regards



**Queensland  
Government**

**Troy Mitchell**  
Executive Manager  
**Office of the Hon. Anastacia Palaszczuk MP**  
Premier of Queensland and Minister for Trade  
P 07 3719 7019 M [REDACTED]  
1 William Street Brisbane QLD 4000  
PO Box 15185 City East QLD 4002

Released under RTI - DPC

**Lucas Clarke**

---

**From:** Elliot Thorsen  
**Sent:** Monday, 27 July 2020 9:21 AM  
**To:** Matthew Stacey; IT Service Desk; MSB - Rod Moreno  
**Cc:** Stephen Lowndes; Adam Wilkinson  
**Subject:** RE: Stolen Laptop

Disabled.

Rod,  
Please see below Police Report Number of stolen laptop.  
Police reference number is Exempt

Cheers  
Elliot

ch  
.3(10)(1)(a)

**From:** Matthew Stacey <Matthew.Stacey@ministerial.qld.gov.au>  
**Sent:** Monday, 27 July 2020 9:18 AM  
**To:** IT Service Desk <it.servicedesk@ministerial.qld.gov.au>  
**Cc:** Elliot Thorsen <Elliot.Thorsen@ministerial.qld.gov.au>; Stephen Lowndes <stephen.lowndes@premiers.qld.gov.au>; Adam Wilkinson <adam.wilkinson@premiers.qld.gov.au>  
**Subject:** Re: Stolen Laptop

Can you also disable the computer account in AD.

**Matthew Stacey**  
IT Infrastructure Manager  
**Ministerial Services**  
Department of the Premier and Cabinet

-----  
P 07 3003 9902  
1 William Street, Level 28, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

On 27 Jul 2020, at 9:00 am, IT Service Desk <it.servicedesk@ministerial.qld.gov.au> wrote:

Hi Matthew,

His laptop number is 420004487.

Note:   has collected a replacement laptop 420004472 and I have asked Troy to let him know to change his password.

Hi Elliot,

Are you able to assist Matthew with the account details for   I'm not sure what that is?

Kind regards

<image002.png>

**Patricia Regan**

Acting Telecommunications / Service Desk Officer

**Ministerial Services**

Department of the Premier and Cabinet

P 07 303 55123 | E [it.servicedesk@ministerial.qld.gov.au](mailto:it.servicedesk@ministerial.qld.gov.au)

1 William Street, Level 28, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** Matthew Stacey <[Matthew.Stacey@ministerial.qld.gov.au](mailto:Matthew.Stacey@ministerial.qld.gov.au)>

**Sent:** Monday, 27 July 2020 8:50 AM

**To:** IT Service Desk <[it.servicedesk@ministerial.qld.gov.au](mailto:it.servicedesk@ministerial.qld.gov.au)>

**Cc:** Adam Wilkinson <[adam.wilkinson@premiers.qld.gov.au](mailto:adam.wilkinson@premiers.qld.gov.au)>; Satish Maharjan <[Satish.Maharjan@ministerial.qld.gov.au](mailto:Satish.Maharjan@ministerial.qld.gov.au)>

**Subject:** FW: Stolen Laptop

**Importance:** High

Hi Service Desk,

Can you please supply the asset number and account details for [redacted] and I will ask Riot to setup alerting. Can you also confirm that he has changed his password.

Thanks

Matthew

**From:** Troy Mitchell <[Troy.Mitchell@ministerial.qld.gov.au](mailto:Troy.Mitchell@ministerial.qld.gov.au)>

**Sent:** Monday, 27 July 2020 8:06 AM

**To:** IT Service Desk <[it.servicedesk@ministerial.qld.gov.au](mailto:it.servicedesk@ministerial.qld.gov.au)>

**Cc:** MSB - Rod Moreno <[rod.moreno@premiers.qld.gov.au](mailto:rod.moreno@premiers.qld.gov.au)>; Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>; Troy Mitchell <[Troy.Mitchell@ministerial.qld.gov.au](mailto:Troy.Mitchell@ministerial.qld.gov.au)> [redacted] <[\[redacted\]@ministerial.qld.gov.au](mailto:[redacted]@ministerial.qld.gov.au)>

**Subject:** RE: Stolen Laptop

Hi all, Please find police reference below. Please advise what is needed to organise replacement for [redacted]

Police reference number is [redacted] Exempt

Regards  
S  
ch  
.3(10)(1)(a)

Regards

<image005.png>

**Troy Mitchell**

Executive Manager

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

Premier of Queensland and Minister for Trade

P 07 3719 7019 M [redacted]

1 William Street Brisbane QLD 4000

PO Box 15185 City East QLD 4002

**From:** Troy Mitchell <[Troy.Mitchell@ministerial.qld.gov.au](mailto:Troy.Mitchell@ministerial.qld.gov.au)>

**Sent:** Sunday, 26 July 2020 10:35 AM

**To:** IT Service Desk <[it.servicedesk@ministerial.qld.gov.au](mailto:it.servicedesk@ministerial.qld.gov.au)>  
**Cc:** MSB - Rod Moreno <[rod.moreno@premiers.qld.gov.au](mailto:rod.moreno@premiers.qld.gov.au)>; Mark Morris <[mark.morris@premiers.qld.gov.au](mailto:mark.morris@premiers.qld.gov.au)>  
**Subject:** Fwd: Stolen Laptop

Hi, Please see below. [redacted] laptop has been stolen. He will supply a police reference soon.  
Thanks Troy

Sent from my iPhone

Begin forwarded message:

**From:** [redacted] <[\[redacted\]@ministerial.qld.gov.au](mailto:[redacted]@ministerial.qld.gov.au)>  
**Date:** 26 July 2020 at 10:30:09 am AEST  
**To:** Troy Mitchell <[Troy.Mitchell@ministerial.qld.gov.au](mailto:Troy.Mitchell@ministerial.qld.gov.au)>  
**Subject:** Stolen Laptop

Hi Troy,

I attended a wake on Friday afternoon for a friends dad who passed away this week, I got picked up from work by a friend to go to it.

I left my laptop inside my laptop bag in their car, which they moved into their house for me to collect today.

They've just called me and told me their house was robbed overnight and the bag and laptop is missing, alongside a bunch of their personal items.

They're calling the police now, so I'll be able to get the police reference number for you/MSB soon.

Is there anything else I need to do? Should IT put a lock on the laptop?

[redacted]

Sent from my iPhone

**Lucas Clarke**

---

**From:** Satish Maharjan  
**Sent:** Monday, 27 July 2020 9:34 AM  
**To:** Adam Wilkinson; Matthew Stacey; IT Service Desk  
**Subject:** RE: Stolen Laptop

FYI,

**Stolen Laptop:** MSL420004487

**Bitlocker Protected:** Yes

Released under RTI - DPC

**General**

Name	MSL420004487
Description	
Host Name	MSL420004487.min.internal
Added	14/05/2019 1:05 PM
Online	<input type="radio"/> No
Uptime	
Boot Time	15/07/2020 7:04 PM
Current User	MIN
↳ Display Name	
IP Address	192.168.160.76
MAC Address	F4:30:B9:35:88:F3
Time Zone	(UTC+ 10:00) Brisbane

**Operating System**

O/S	10
Name	Microsoft Windows 10 Enterprise
Version	10.0.16299.1932
SP / Release	1709
Installed	14/05/2019 12:06:38 PM
Serial Number	00329-00000-00003-AA779
System Drive	C
PowerShell Version	5.1.16299.1004
SMBv1 Server Enabled	No
SMBv1 Client Enabled	No
IE Version	11.1932.16299.0
Architecture	64-bit
.NET Versions	2.0 SP 2, 3.0 SP 2, 3.5 SP 1, 4.0 Client, 4.0 Full, 4.7.1
Deep Freeze Status	
Needs Reboot	No

**Active Directory**

Parent Path	M
Description	Jo
Domain	m
Domain Controller	m
Location	
Last Logon	23
Created	14

**System**

Manufacturer	Hi
Model	Hi
Memory	16
Processor	4-
Chassis	Ce
Serial Number	5C
BIOS Version	Pe
BIOS Manufacturer	Hi
BIOS Asset Tag	42
Family	1C
Version	
SKU	X:

**Scanning**

Allow Scan	Ye
Successful Scan	2
Last Scan Profile	Aj
Scan User	(de



- Computer
- Active Directory Groups
- Applications
- Collections
- CPU
- Custom Fields
- Deployments
- Disk Drives**
- Displays
- Environment
- Files & Directories
- Hardware
- Hot Fixes
- Local Groups
- Local Users
- Memory Modules
- NICs
- Printers (local)
- Processes
- Product Keys
- Registry
- Scans
- Services

**Disk Drives**  
MSL420004487

Drive ID	Size	Manufacturer
\\.\PHYSICALDRIVE0	238 GB	(Standard disk driv

**Logical Disk Partitions**

Disk ID	Size	Free Space
C:	190 GB	71 GB
D:	48 GB	40 GB

Kind Regards,  
Satish Maharjan



**Satish Maharjan**  
Senior Infrastructure Support Officer, Ministerial Services  
Government Services  
Department of the Premier and Cabinet

P 07 3003 9911 M [redacted]  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Adam Wilkinson <adam.wilkinson@premiers.qld.gov.au>  
**Sent:** Monday, 27 July 2020 9:12 AM  
**To:** Matthew Stacey <Matthew.Stacey@ministerial.qld.gov.au>; IT Service Desk <it.servicedesk@ministerial.qld.gov.au>  
**Cc:** Satish Maharjan <Satish.Maharjan@ministerial.qld.gov.au>  
**Subject:** RE: Stolen Laptop

Can we also verify/confirm that bit locker was active on the device.

Adam

**From:** Matthew Stacey <Matthew.Stacey@ministerial.qld.gov.au>  
**Sent:** Monday, 27 July 2020 8:50 AM  
**To:** Ministerial Service Desk <IT.servicedesk@ministerial.qld.gov.au>  
**Cc:** Adam Wilkinson <adam.wilkinson@premiers.qld.gov.au>; Satish Maharjan <Satish.Maharjan@ministerial.qld.gov.au>  
**Subject:** FW: Stolen Laptop  
**Importance:** High

Hi Service Desk,

Can you please supply the asset number and account details for [redacted] and I will ask Riot to setup alerting. Can you also confirm that he has changed his password.

Thanks

Matthew

**From:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
**Sent:** Monday, 27 July 2020 8:06 AM  
**To:** IT Service Desk <it.servicedesk@ministerial.qld.gov.au>  
**Cc:** MSB - Rod Moreno <rod.moreno@premiers.qld.gov.au>; Mark Morris <mark.morris@premiers.qld.gov.au>; Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>; [redacted] <[redacted]@ministerial.qld.gov.au>  
**Subject:** RE: Stolen Laptop

Hi all, Please find police reference below. Please advise what is needed to organise replacement for [redacted]

Police reference number is Exempt  
S  
ch  
3(10)(1)(a)

Regards





**Troy Mitchell**

Executive Manager

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

Premier of Queensland and Minister for Trade

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

**From:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
**Sent:** Sunday, 26 July 2020 10:35 AM  
**To:** IT Service Desk <it.servicedesk@ministerial.qld.gov.au>  
**Cc:** MSB - Rod Moreno <rod.moreno@premiers.qld.gov.au>; Mark Morris <mark.morris@premiers.qld.gov.au>  
**Subject:** Fwd: Stolen Laptop

Hi, Please see below [redacted] laptop has been stolen. He will supply a police reference soon. Thanks Troy

Sent from my iPhone

Begin forwarded message:

**From:** [redacted] <[redacted]@ministerial.qld.gov.au>  
**Date:** 26 July 2020 at 10:30:09 am AEST  
**To:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
**Subject:** Stolen Laptop

Hi Troy,

I attended a wake on Friday afternoon for a friend's dad who passed away this week, I got picked up from work by a friend to go to it.

I left my laptop inside my laptop bag in their car, which they moved into their house for me to collect today.

They've just called me and told me their house was robbed overnight and the bag and laptop is missing, alongside a bunch of their personal items.

They're calling the police now, so I'll be able to get the police reference number for you/MSB soon.

Is there anything else I need to do? Should IT put a lock on the laptop?



Sent from my iPhone

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Released under RTI - Draft

## Lucas Clarke

---

**From:** Troy Mitchell  
**Sent:** Wednesday, 25 March 2020 9:49 AM  
**To:** Con Maragos  
**Subject:** FW: [redacted] - Lost Mobile

Hi Con, The unlock code works fine on the new one but doesn't on the old one. When you sent signal to erase phone did does this change the unlock code?

Thanks Troy

**From:** Troy Mitchell  
**Sent:** Wednesday, 25 March 2020 8:05 AM  
**To:** IT Service Desk  
**Cc:** [redacted]  
**Subject:** RE: [redacted] - Lost Mobile

Hi Con/Elliot, Can you ring me this morning about this. I am back in office and can sort over phone with you.

Thanks  
Troy

**From:** IT Service Desk <[it.servicedesk@ministerial.qld.gov.au](mailto:it.servicedesk@ministerial.qld.gov.au)>  
**Sent:** Tuesday, 24 March 2020 9:09 AM  
**To:** Troy Mitchell <[Troy.Mitchell@ministerial.qld.gov.au](mailto:Troy.Mitchell@ministerial.qld.gov.au)>  
**Cc:** [redacted] <[\[redacted\]@ministerial.qld.gov.au](mailto:[redacted]@ministerial.qld.gov.au)>  
**Subject:** RE: [redacted] - Lost Mobile

Hi Troy

[redacted] can come see me on lvl 28.

Cheers



**Queensland**  
Government

**Con Maragos**  
Service Desk Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

P 07 3003 9909  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Troy Mitchell <[Troy.Mitchell@ministerial.qld.gov.au](mailto:Troy.Mitchell@ministerial.qld.gov.au)>  
**Sent:** Tuesday, 24 March 2020 8:05 AM  
**To:** IT Service Desk <[it.servicedesk@ministerial.qld.gov.au](mailto:it.servicedesk@ministerial.qld.gov.au)>  
**Cc:** [redacted] <[\[redacted\]@ministerial.qld.gov.au](mailto:[redacted]@ministerial.qld.gov.au)>; Kay Swanston <[Kay.Swanston@ministerial.qld.gov.au](mailto:Kay.Swanston@ministerial.qld.gov.au)>; Troy

Mitchell <Troy.Mitchell@ministerial.qld.gov.au>

**Subject:** RE: [REDACTED] - Lost Mobile

Hi, I am working from home today and [REDACTED] needs to do the following asap today. Can you please advise who is in office today in IT that he can come down and see.

- Swap current phone (Has bad battery. Switches off) for previously misplaced phone (Works fine).
- Sim will need to be swapped and mobile iron reinstalled to the working phone.

[REDACTED] both Phones are on my desk.

Thanks



**Queensland  
Government**

**Troy Mitchell**

Executive Manager

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

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

**From:** Troy Mitchell

**Sent:** Monday, 23 March 2020 2:10 PM

**To:** IT Service Desk <it.servicedesk@ministerial.qld.gov.au>

**Cc:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>

**Subject:** RE: [REDACTED] - Lost Mobile

Hi [REDACTED] has now found this phone but he has also been having problems with his currently allocated phone. He would like to swap to the old phone.

Can you please advise the asset number of his current phone and also the lost one. I have both with me now.

Thanks



**Queensland  
Government**

**Troy Mitchell**

Executive Manager

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

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

**From:** David Hugenholtz <David.Hugenholtz@premiers.qld.gov.au>

**Sent:** Friday, 1 November 2019 8:30 AM

**To:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>

**Subject:** RE: [REDACTED] - Lost Mobile

Hi Troy

Just spoke with Patricia and she'll have the phone ready by 10, if not earlier. She should be touching base shortly.

Cheers

David

**From:** Troy Mitchell <[Troy.Mitchell@ministerial.qld.gov.au](mailto:Troy.Mitchell@ministerial.qld.gov.au)>  
**Sent:** Friday, 1 November 2019 8:06 AM  
**To:** David Hugenholtz <[David.Hugenholtz@ministerial.qld.gov.au](mailto:David.Hugenholtz@ministerial.qld.gov.au)>  
**Cc:** Troy Mitchell <[troy.mitchell@ministerial.qld.gov.au](mailto:troy.mitchell@ministerial.qld.gov.au)>  
**Subject:** FW: [REDACTED] Lost Mobile  
**Importance:** High

Hi David, Can we please organise asap this morning [REDACTED] departs the office around 12pm today and I will need sorted before then so he has a work mobile with him [REDACTED]

Thanks  
Troy

**From:** Troy Mitchell <[Troy.Mitchell@ministerial.qld.gov.au](mailto:Troy.Mitchell@ministerial.qld.gov.au)>  
**Sent:** Thursday, 31 October 2019 2:16 PM  
**To:** IT Service Desk <[it.servicedesk@ministerial.qld.gov.au](mailto:it.servicedesk@ministerial.qld.gov.au)>  
**Cc:** Troy Mitchell <[Troy.Mitchell@ministerial.qld.gov.au](mailto:Troy.Mitchell@ministerial.qld.gov.au)>  
**Subject:** [REDACTED] Lost Mobile

Hi Patricia, [REDACTED] has been unable to find his phone [REDACTED]

Can I please organise a replacement asap. Preferably by 10:0am tomorrow.

Approval is given for purchase of new phone if required.

Thanks



**Troy Mitchell**  
Executive Manager  
Office of the Hon. Anastacia Pajaszczuk MP  
Premier of Queensland and Minister for Trade  
P 07 3719 7019 M [REDACTED]  
1 William Street Brisbane QLD 4000  
PO Box 15185 City East QLD 4002

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Released under RTI - DPC

**Report Title:** Incident Details  
**Run Date and Time:** 04/12/2020 10:44:39 Australian Eastern Standard Time (Queensland)  
**Run by:** Matthew Stacey  
**Table name:** incident

**Incident**

Number:	INC0031403	State:	Closed
Caller:	Troy Mitchell	DDA Priority:	3
Caller Office:	Premier	Fulfilment Group:	
Affected Client:		Serial Number:	
Category:	Mobility	Room Number:	
Business service:	Mobile Phone	3rd Party Work Notes:	
Configuration item:		DDA Task Reference:	
Contact type:	Email	On hold reason:	Awaiting Caller
		Impact:	2 - Medium
		Urgency:	2 - Medium
		Priority:	3 - Moderate
		Assigned to:	Con Maragos
		Assignment group:	MIN AD: 1stlevelsupport

**Short description:**  
 - Lost Mobile

**Notes**

Watch list: Work notes list:

Additional comments:

Work notes:

25/03/2020 08:23:33 - Patricia Regan (Work notes)  
 From: IT Service Desk <it.servicedesk@ministerial.qld.gov.au>  
 Sent: Wednesday, 25 March 2020 8:08 AM  
 To: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
 Cc: Con Maragos <Con.Maragos@ministerial.qld.gov.au>; @ministerial.qld.gov.au; IT Service Desk <it.servicedesk@ministerial.qld.gov.au>  
 Subject: FW - Lost Mobile

Hi Troy,  
 Con will be in the office after 9am today and he will contact you about the iPhones.

Kind regards  
 Patricia Regan  
 Acting Telecommunications / Service Desk Officer  
 Ministerial Services Branch  
 Department of the Premier and Cabinet

P 07 303 55123 | E it.servicedesk@ministerial.qld.gov.au

---

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

From: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
Sent: Wednesday, 25 March 2020 8:05 AM  
To: IT Service Desk <it.servicedesk@ministerial.qld.gov.au>  
Cc: [redacted]@ministerial.qld.gov.au  
Subject: RE: [redacted] Lost Mobile

Hi Con/Elliott, Can you ring me this morning about this. I am back in office and can sort over phone with you.

Thanks  
Troy

From: IT Service Desk <it.servicedesk@ministerial.qld.gov.au>  
Sent: Tuesday, 24 March 2020 9:09 AM  
To: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
Cc: [redacted]@ministerial.qld.gov.au  
Subject: RE: [redacted] Lost Mobile

Hi Troy

[redacted] can come see me on lvl 28.

Cheers

Con Maragos  
Service Desk Officer  
Ministerial Services  
Department of the Premier and Cabinet

---

P 07 3003 9909  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

From: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
Sent: Tuesday, 24 March 2020 8:05 AM  
To: IT Service Desk <it.servicedesk@ministerial.qld.gov.au>  
Cc: [redacted]@ministerial.qld.gov.au; [redacted]@ministerial.qld.gov.au; Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
Subject: RE: [redacted] Lost Mobile

Hi, I am working from home today and [redacted] needs to do the following asap today. Can you please advise who is in office today in IT that he can come down and see.

- Swap current phone (Has bad battery. Switches off) for previously misplaced phone (Works fine).
- Sim will need to be swapped and mobile iron reinstalled to the working phone.

[redacted] both Phones are on my desk.

Thanks  
Troy Mitchell  
Executive Manager



---

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

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

From: Troy Mitchell  
Sent: Monday, 23 March 2020 2:10 PM  
To: IT Service Desk <it.servicedesk@ministerial.qld.gov.au>  
Cc: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
Subject: RE: [REDACTED] Lost Mobile

Hi [REDACTED] has now found this phone but he has also been having problems with his currently allocated phone. He would like to swap to the old phone.

Can you please advise the asset number of his current phone and also the lost one. I have both with me now.

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

---

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

From: IT Service Desk <it.servicedesk@ministerial.qld.gov.au>  
Sent: Wednesday, 25 March 2020 8:08 AM  
To: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
Cc: Con Maragos <Con.Maragos@ministerial.qld.gov.au> [REDACTED]@ministerial.qld.gov.au; IT Service Desk <it.servicedesk@ministerial.qld.gov.au>  
Subject: FW: [REDACTED] Lost Mobile

Hi Troy,

Con will be in the office after 9am today and he will contact you about the iPhones.

Kind regards

Patricia Regan  
Acting Telecommunications / Service Desk Officer  
Ministerial Services Branch  
Department of the Premier and Cabinet

---

P 07 303 55123 | E it.servicedesk@ministerial.qld.gov.au  
1 William Street, Level 28, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

From: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
Sent: Wednesday, 25 March 2020 8:05 AM  
To: IT Service Desk <it.servicedesk@ministerial.qld.gov.au>  
Cc: [REDACTED] <[REDACTED]@ministerial.qld.gov.au>  
Subject: RE: [REDACTED] - Lost Mobile

Hi Con/Elliot, Can you ring me this morning about this. I am back in office and can sort over phone with you.

Thanks  
Troy

From: IT Service Desk <it.servicedesk@ministerial.qld.gov.au>  
Sent: Tuesday, 24 March 2020 9:09 AM  
To: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
Cc: [redacted]@ministerial.qld.gov.au  
Subject: RE: [redacted] - Lost Mobile

Hi Troy

[redacted] can come see me on lvl 28.

Cheers

Con Maragos  
Service Desk Officer  
Ministerial Services  
Department of the Premier and Cabinet

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P 07 3003 9909  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

From: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
Sent: Tuesday, 24 March 2020 8:05 AM  
To: IT Service Desk <it.servicedesk@ministerial.qld.gov.au>  
Cc: [redacted]@ministerial.qld.gov.au; [redacted]@ministerial.qld.gov.au; Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
Subject: RE: [redacted] - Lost Mobile

Hi, I am working from home today and [redacted] needs to do the following asap today. Can you please advise who is in office today in IT that he can come down and see.

- Swap current phone (Has bad battery. Switches off) for previously misplaced phone (Works fine).
- Sim will need to be swapped and mobile iron reinstalled to the working phone.

[redacted] both Phones are on my desk.

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

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

From: Troy Mitchell  
Sent: Monday, 23 March 2020 2:10 PM  
To: IT Service Desk <it.servicedesk@ministerial.qld.gov.au>

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Cc: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
Subject: RE: [REDACTED] - Lost Mobile

Hi [REDACTED] has now found this phone but he has also been having problems with his currently allocated phone. He would like to swap to the old phone.

Can you please advise the asset number of his current phone and also the lost one. I have both with me now.

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

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

24/03/2020 11:07:20 - Patricia Regan (Work notes)

From: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>

Sent: Tuesday, 24 March 2020 8:05 AM

To: IT Service Desk <it.servicedesk@ministerial.qld.gov.au>

Cc: [REDACTED] <[REDACTED]@ministerial.qld.gov.au> [REDACTED] <[REDACTED]@ministerial.qld.gov.au>; Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>

Subject: RE: [REDACTED] - Lost Mobile

Hi, I am working from home today and [REDACTED] needs to do the following asap today. Can you please advise who is in office today in IT that he can come down and see.

- Swap current phone (Has bad battery. Switches off) for previously misplaced phone (Works fine).
- Sim will need to be swapped and mobile iron reinstalled to the working phone.

[REDACTED] both Phones are on my desk.

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

---

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

From: Troy Mitchell

Sent: Monday, 23 March 2020 2:10 PM

To: IT Service Desk <it.servicedesk@ministerial.qld.gov.au>

Cc: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>

Subject: RE: [REDACTED] - Lost Mobile

Hi [REDACTED] has now found this phone but he has also been having problems with his currently allocated phone. He would like to swap to the old phone.

Can you please advise the asset number of his current phone and also the lost one. I have both with me now.

Thanks  
Troy Mitchell

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

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

From: David Hugenholtz <David.Hugenholtz@premiers.qld.gov.au>  
 Sent: Friday, 1 November 2019 8:30 AM  
 To: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
 Subject: RE: [redacted] Lost Mobile

Hi Troy

Just spoke with Patricia and she'll have the phone ready by 10, if not earlier. She should be touching base shortly.

Cheers  
 David

**Related Records**

Parent Incident: [redacted] Change Request: [redacted]  
 Problem: [redacted] Caused by Change: [redacted]

**Closure Information**

Knowledge: false Closed by: Con Maragos  
 Close code: Accounts or permissions Closed: 26/03/2020 13:00:00

**Close notes:**

This has been actioned.  
 [redacted] is now using 420004347  
 4732 returned and in the cupboard.

**Related List Title:** Task SLA List  
**Table name:** task\_sla  
**Query Condition:** Task = INC0031403  
**Sort Order:** Task in ascending order

1 Task SLAs

SLA definition	Type	Stage	Has breached	Start time	Stop time	Actual elapsed time	Actual elapsed percentage
Priority 3 (9 hours)	OLA	Completed	false	24/03/2020 11:07:19	26/03/2020 13:00:00	0 Seconds	0

Run By : Matthew Stacey

04/12/2020 10:44:39 Australian Eastern Standard Time (Queensland)