2022 Graduate Induction – Run sheet

DAY 1 – Thursday 3 February

Time	Session	Presenter	ELP team

8:45am	**Welcome**
	• Welcome to the 2022 Graduate Program.
	• I would like to begin by acknowledging the traditional custodians of the land on which we are meeting today, and here in Canberra it's the Ngunnawal people, and pay my respects to Elders past, present and emerging.
	• I would also like to extend that respect to other Aboriginal and Torres Strait Islander people present today. I would also like to acknowledge the elders past, present and emerging from land you may be meeting from today.
	• Congratulations on being chosen for this year's Program.
	• We hope that you enjoy the year ahead and embrace all opportunities presented to you.
	• Before we begin, I just want to go through some housekeeping for the virtual event:
	    ○ Video should be turned off when speakers are presenting.
	    ○ Raise your virtual hand if you have a question – then turn your video on to ask the question when prompted.
	    ○ Please remain on mute unless asking a question.
	    ○ Please keep your agenda open throughout the day, you will need to access each session via the link provided on the agenda.
	    ○ All behaviours need to align to the APS Values and Code of Conduct.
	• Today we have 6 sessions to go through, including a key note address from the Dept of Finance Secretary, Rosemary Huxtable. Breaks have been scheduled, including a 15 min morning break and an hour lunch break from 12:15 until 1:15pm.
	• Throughout the day, you will get to hear from other teams from the department, including Graduates from last year's program as well as a virtual meet and greet with our Deputy Secretaries.
	• Don't worry, you will get used to the titles and terminology as the year progresses.
	• I'd now like to handover to our First Assistant Secretary Corporate Services Division, Iain Scott, to introduce the Secretary.
		s 22 [redacted]	Holding slide? Who will present the slides?

9:00am	**Secretary Introduction**	Iain Scott	

	• Rosemary Huxtable has **led Finance since October 2016** and **was appointed Secretary in February 2017**. • As Secretary, Rosemary is responsible for all functions and services delivered by the Department, including supporting the delivery of the Australian Government Budget, overseeing the financial framework of Australian Government entities, providing shareholder oversight of GBEs, managing the Australian Government's non-Defence domestic property portfolio and aspects of public sector modernisation. • **Rosemary joined Finance in June 2013** as Deputy Secretary of Budget and Financial Reporting. • Before that, Rosemary was a Deputy Secretary in the Department of Health and Ageing and was responsible for driving significant health and aged care reforms, particularly in the areas of Medicare, the Pharmaceutical Benefits Scheme, hospital financing, mental health and aged care. • Rosemary has worked extensively in the areas of budget management and health and community services across both public and private sectors, including 30 years in Commonwealth administration. • Rosemary was awarded a Public Service Medal in 2005 for her contribution to developing innovative policies to strengthen the Australian healthcare system, particularly access to medical services through Medicare.		
9:05am	**Keynote Address – Welcome to the Department of Finance and the GDP**	Secretary - Rosemary Huxtable	
9:30am	**ELP team introduction** - Thank you Secretary. This is such an exciting opportunity for the graduates, and I'm sure they are keen to get out there and experience what this great workplace has to offer. - *Introduce self.* Hi everyone, my name is [redacted], I am the Director of Recruitment and Resource Management within the Human Resources Branch. - My team lead the day to day operational activities of the Finance Graduate Program, as well as managing the recruitment process of the Australian Government Graduate Program – Generalist Stream in conjunction with the APSC. - You would all be aware of our interactions as you have progressed through the rigorous process we put you through to be here today!	[redacted]	

	- We're keen to get to know you, and develop professional relationships with you as you progress through the program and after you complete the program. - My team, consisting of s 22 [redacted] will be engaging with you regularly throughout the program to support your growth and experience throughout the next 12 months. - We're all looking forward to working with you all. - We'll get stuck into a little icebreaker activity now, so I'll handover to the team to get started.		
9:35am	**Activity – Icebreaker** - Most of you have probably heard of this fun little ice breaker. - It's called Two truths and a lie. - Take 5 minutes to think about two truths and one not so true about yourself. - Then I'd like everyone to introduce themselves – Name and where you're from. - Then your two truths and the not so true, in any order. - We'll all take a vote on what the lie it. - I'll go first… - What a great game to find out interesting little things about each other! - Next up we have s 22 [redacted] from the Facilities Management team to give us an overview of the department's emergency management procedures and protocols.	s 22 [redacted], supported by team	
10:00am	**Emergency Management Procedures** - Thanks s 22 [redacted], you highlighted a lot of important information to be aware of. - We'll take a quick break now for 15 minutes before we get into the next session. Please jump into the next session at 10:45am.	s 22 [redacted]	Slides?
10:30am	BREAK		
10:45am	**Security Training – Personal/Physical, ICT and Fraud** - I'd like to introduce you to s 22 [redacted] and s 22 [redacted] to talk to you about Security Awareness Training, and the importance of ICT, personal and physical security, as well as fraud awareness.	s 22 [redacted]	Slides?

	- Thank you so much for your time [redacted].		
11:45am	**Panel discussion with 2021 Graduate Cohort** - I'd now like to welcome [redacted] from the 2021 Grad Cohort, to chat to you about their transition to Canberra, expectations vs reality, a day in the Canberra life, their highlights and some final advice. - Thank you for sharing your experiences with us [redacted]. - We'll take a break for lunch now. The agenda indicates a 45 min break, but we thought we would be generous and give you a full hour. We'll see you in the next session at 1:15pm.	[redacted]	
12:15pm	BREAK		
1:00pm	**High level program overview – Structure, L&D, key contacts, rotations** - In this session, I will be giving you a high level overview of the structure of the program, learning and development, rotations and key contacts. *Overview – 2022 Graduate Program* - The 2022 graduate cohort is made up of 38 participants. - 34 Generalist Stream Graduates. - 1 HR Stream Graduates. - 2 ICT Stream Graduates. - 1 Graduate from the Indigenous Grad program - As part of Finance's graduate program, you will undertake **two 6 month rotation placements** in **two different business areas** to gain exposure to a variety of work within the department. - Final placements are dependent on the business needs and priorities within the department. - Note that your permanent position may be different to the area you were originally placed in. - You will have two opportunities to advance to higher classifications (APS4 at 6 months and APS5 at completion of the program). *Some of the work tasks you can expect in your rotation* - Undertake a variety of administrative tasks - Actively participate in team and business unit activities	[redacted]	

	- Contribute to the team / section's strategic goals - Undertake analysis and research assignments - Coordinate requests for information across the business areas - Undertake secretariat work, minute taking, etc… - Assist with project management - Prepare briefings material, submissions, reports or ministerial correspondence - Other tasks as directed. *Expectations of the Graduate Program* - Throughout the graduate program – most of you will complete or participate in one or all of the program elements. - The three streams are slightly different in their programs: *Major Project* - You will complete a major project during the graduate program and work with an SES sponsor and Executive Level advisor. You will need to manage your time completing work tasks and the project as a group (this may take time away from your business areas for short periods of time). - At the completion of the major project, you will present your project to EB and potentially a wider audience at the APSC graduation. - More details will be provided to you and business areas prior to the major projects commencing. - The APSC, ATO and DTA training programs allow you to network with graduates from other departments. - Throughout the year, we also coordinate a number of networking events with our current entry-level program participants within Finance, as well as potentially participating in inter-agency events, such as the Great Debate and a soccer match against the Treasury (of course, this will be subject to COVID restrictions), so they are plenty of opportunities to get involved and build your network. - Each year Finance hosts a range of initiatives to raise funds, awareness and donations. You will have the opportunity to manage an annual fundraising event called CANstruction with our Corporate Engagement Team – this event raises awareness for our flagship charity Communities@work. - And don't forget of course, that your colleagues here in this virtual event, will be some of the best network candidates		

	- grad cohorts have been known to keep in touch for many years after their graduate year - It is one of the unique opportunities offered by a graduate program. *Probation* - Your engagement is subject to satisfactory completion of a six month probation period from your date of commencement. - A three month probation check will be completed during the first rotation. - The ELP team will contact the business areas in the lead up to probation and work with them about managing performance and the probation period. - During the six month period the graduates conduct and work performance is assessed to determine if they: - Meet the performance expectations of their role and classification - Adhere to the roles and responsibilities of a graduate - satisfactory completion of six month probation period, - receive a mid-cycle performance rating of ‘effective’, - attend and actively participate in all Finance Graduate networking activities, - attend and successfully complete respective training program requirements, and - participate in and complete major projects (where applicable). - The graduates behaviour is in line with the APS Values and APS Code of Conduct. - Further information on Probation and other polices are available on the Finance Intranet and we encourage you to take the time to familiarise yourself with these when you get access to the network. *Performance Management* - Effective performance management is through regular, ongoing and meaningful conversations. - Performance management will help you identify key deliverables and performance expectations, which support your work. - ongoing, two way conversations are the key to effective performance management - Gradates need to be responsible for their own performance - Supervisors are responsible for supporting improvements in skills and experience *Advancement* - You commence the Graduate Program as an APS3.		

	- During the 12 months, you are provided with an opportunity to apply for advancement (through the Graduate broadband classification) in accordance with the Enterprise Agreement. - As I mentioned earlier, you will have two opportunities to advance to higher classifications (APS4 at 6 months and APS5 at completion of the program) - Advancement is not automatic during the program, you must demonstrate your capability at the appropriate classifications. *Other points of interest* - Leave - accessible under the Enterprise Agreement - Flex - accessible under the Enterprise Agreement – be aware of flex levels, particularly towards the end of your rotation. You shouldn't need to build high levels of flex. - Accrual of flex should be discussed with your manager. - Hours of work - Standard hours – 7.5 hours per day - Flexible working arrangements – due to the evolving COVID-19 situation, we are currently working from home. Please discuss working from home arrangements with your supervisor. - Higher duties - You cannot be considered for higher duties during the Graduate Program - Roles and responsibilities – a Graduate Program Guide will be provided to you in the coming days, with clear roles and responsibilities. - Does anyone have any questions? That was a lot of information to digest, so if you don't have any questions now, please feel free to reach out to our team with any questions that come up. - I'll hand over to Charlotte to introduce our Deputy Secretaries.		
2:00pm	(Holding slide) **Meet and Greet – Deputy Secretaries** - [redacted] Thanks [redacted]. Before I begin, can I please ask that you use the 'raise hand' function if you have a question and at the end I will give you a prompt as to when you can ask your question. - I'd like to introduce you to Tracey Carroll, Deputy Secretary of Governance and Resource Management Group, who will talk to you about the work of her group.	Tracey Carroll, Nathan Williamson, Clare Walsh, Anna Harmer	

	- Thank you for your time, Tracey, Nathan, Clare and Anna. It was great to hear from you all about the breadth of work that happens in the Department. - We're going to take a quick 15 min break now, stretch your legs and grab a refreshment and we'll see you all in the next session at 3:00pm.		
2:45pm	BREAK		
3:00pm	**Employee Relations** - [redacted], Assistant Director from the Employee Relations team will now give you an introduction and overview on WHS, flexible working and the APS values and Code of Conduct. - Thanks [redacted]. Some very important information to be aware of.	[redacted]	
3:30pm	**CLOSE** - That's it for today everyone. - There has been a lot of content – we will make sure you have access to all the information you've heard today and will hear tomorrow. - I'd encourage you all to reflect on the information you have heard today, and think about the year ahead and the goals you would like to set for yourself throughout the program. - The session tomorrow will commence at 9am, so please be ready to go by 8:55am. - Looking forward to seeing you all tomorrow.	[redacted]	

2022 Graduate Induction – Run sheet

DAY 2 – Friday, 4 February

Time	Session	Presenter

9:00am	**Welcome and recap of Day 1**
	[redacted]
	- Welcome back to day 2 of the Induction Program.
	- I would like to begin by acknowledging the traditional custodians of the land on which we are meeting today, and here in Canberra it's the Ngunnawal people, and pay my respects to Elders past, present and emerging.
	- I would also like to extend that respect to other Aboriginal and Torres Strait Islander people present today. I would also like to acknowledge the elders past, present and emerging from land you may be meeting from today.
	- Just a quick reminder of housekeeping for the day:
	    o Video should be turned off when speakers are presenting.
	    o Raise your virtual hand if you have a question – then turn your video on to ask the question when prompted.
	    o Please remain on mute unless asking a question.
	    o Please keep your agenda open throughout the day, you will need to access each session via the link provided on the agenda.
	    o All behaviours need to align to the APS Values and Code of Conduct.
	- Today we will hear about:
	    o Learning at Finance
	    o Privacy
	    o Diversity initiatives and Groups and Committees
	    o Facilities and office services and
	    o We will recap on support available and professional conduct
	    o We'll also be doing a fun little activity to wrap up the day.
	- As today is a shorter day, we will only be breaking for morning tea,
	- Before we get stuck into the day, I thought the grads that didn't get a chance to share their two truths and a lie with us yesterday, could share now.
	- Thanks everyone, I can't wait to hear more about some of the interesting facts you're sharing with us.
	- Please jump into the next link. We've had a slight agenda change, and Diversity and L&D have swapped timeslots.
		[redacted]

9:15am	**Diversity** - To kick off our day, joining us now is s 22 [redacted], our Indigenous Liaison Officer and Diversity Team Leader. s 22 [redacted] works in the Diversity team and will be chatting to us about Diversity initiatives, including the groups and committees you can get involved in. - Thanks s 22 [redacted]. As a new person to the department, it's great to hear about the Diversity initiatives and networks at Finance. - Next up we have Privacy Training, can everyone please jump into the next link on the agenda.	s 22 [redacted]
9:45am	**Privacy Training** - I'd like to introduce s 22 [redacted], Legal Officers from the Privacy team, to provide an overview on Privacy! - Thank you s 22 [redacted]. Appreciate you both taking the time to come and talk to us today. - Please jump onto the next session, where we will hear from s 22 [redacted].	s 22 [redacted]
10:15am	**Learning at Finance** - I'd like to introduce s 22 [redacted] from the Learning and Development team. s 22 [redacted] will be talking about the Learning and Development opportunities at the Department. - Thanks s 22 [redacted]. It's great to know the learning offerings Finance have to offer. - We'll take a quick break now, so feel free to grab a refreshment and stretch your legs, and we will jump back into the next session at 11am.	s 22 [redacted]
10:45am	**BREAK –** Send grads the letter template	
11:00am	**Facilities and Office Services** - Welcome back from the break. We have s 22 [redacted] joining us again today, to talk about Finance facilities and Officer Services. - Thanks s 22 [redacted] for agreeing to part take in two sessions over the last two days, we really appreciate it. - I'll now handover to s 22 [redacted] for a fun little activity.	s 22 [redacted]
11:30am	**Activity – Letter to Myself** - Hopefully you all received a copy of the letter template in your emails.	s 22 [redacted]

	- We'd like you all to take some time to reflect on the graduate year that lies ahead of you and consider what you would like to get out of it. - We are going to give you 15-20 mins now to write a letter to yourself, responding to the following questions. - What do you want to achieve in your grad year? - How do you want to make an impact? - How do I want to be remembered? - How do you want your team members to describe you when you finish this rotation? - How can you use the graduate experience to learn about yourself? - This letter is a nice way of looking back on the initial goals you set for yourselves, your achievements and the impact you've made over the 12 months. - If you're comfortable to do so, please email a copy of your letter to me, these will be treated confidentially and I will hand them back at the end of the grad year. - I'll hand back over to s 22 [redacted] to run you through support available at Finance and Professional Conduct.	
12:00pm	**Support available at Finance and Professional Conduct** - s 22 [redacted] covered most of this off in their session yesterday, but just as a quick recap. - There are many ways of seeking support in the Dept of Finance. Some of these include: - Your supervisor - HR Assist – HR Assist act as the front door to HR Branch and assist staff with a wide range of queries relating to recruitment, pay and conditions, learning and development, well-being and work health and safety as well as performance and conduct. - IT Self-Service – You can log jobs online through using the IT self-service - Employee Assistance Program - The **EAP** provides a short-term confidential counselling service that can assist you with any personal or work related problems. Our EAP provider is PeopleSense and information will be provided to you about how you can get in contact with EAP if you need. - Your buddy and colleagues – Graduate buddies - Mental Health Advisors - The Department introduced **Mental Health Advisers**, specifically trained to recognise the early warning signs of mental health concerns and provide practical intervention and support options to staff. - Networks – these are the networks Tarran touched on in her presentation earlier. We will provide further information about these networks and how you can get involved at a later date.	s 22 [redacted]

	Professional conduct - Professionalism and ethical behaviour in the workplace can benefit your career and improve your working environment. - Understanding professional and ethical behaviour can help you to develop your own effective work habits. - Be conscious of how you treat co-workers and your workplace attitude and you can improve your productivity and effectiveness. - **Honesty:** Always observe security classifications, and don't tolerate or justify dishonest conduct by others. Report any conflicts of interest immediately. - **Respect:** maintain a respectful attitude to others at all times, even during stressful times. Don't lash out at colleagues or disrespect anyone (senior or otherwise). Always use appropriate language (verbally and in writing) and don't swear. Apologise for errors or misunderstandings, and keep your personal opinions of others private. - **Meetings:** arrive on time and be prepared by reviewing the agenda or meeting notes in advance. Make contributions to discussions where appropriate, and don't take over when someone else is trying to talk. Respect the meeting convenor or chair, follow the appropriate format, and ask considerate questions. - **Communication:** speak clearly and in language others can easily understand, act courteously and use good manners when engaging with others. Do not engage in office gossip. Be careful of language and tone in written communications, and don't copy in others unnecessarily when emailing (but don't intentionally exclude others either). - **Time Management:** Follow schedules by leaving and returning on time. At the beginning of every day, review your schedule so you know what time you have to be where, and what workload you have on that day. - **Integrity**: act ethically and do the 'right' thing at all times. Remain impartial keeping any personal bias and intolerances out of the workplace. - **Safety:** understand the work safety policy and report any maintenance or other hazards immediately. - **Corporate Engagement:** have an understanding of the department priorities and the role that you play in achieving those. - **Dress:** dress in clean, appropriate clothing. Follow any dress code standards or guidelines, avoid clothing that is revealing, provocative, or includes offensive language or pictures. - **Accountability:** take responsibility for your work and actions. Be honest if things go wrong, or you don't finish something on time, then work out an effective resolution to move forward. Seek help early if you need it. - **Teamwork:** you often need to work with people that you may not necessarily like. Set aside differences to work well with others since teamwork sometimes even outweighs performance – with people who work well with others often advance based on that aspect.	

	- **Commitment:** dedication and a positive action to your role and the department can carry you a long way. Plus, dedication from employees is often contagious with others being inspired to go the extra effort themselves. - Before we finish, [redacted] is going to run a quick activity on Slido. [redacted] - Can everyone scan the QR code on the screen, or enter the url and code. Slido Questions - Using one word, how are you feeling about your first day on Monday? (word cloud) - **Quiz** - Who is in this picture? ANSWER: Rosemary Huxtable - Who designed the original plan for Canberra? ANSWER: Walter Burley Griffin - Who in this list is not a current Canberra sports team? ANSWER: Canberra Cannons - Who is not part of the Graduate Team? ANSWER: Ash Barty - What are you most looking forward to in the Graduate Program? (open text) [redacted] - Before we finish today, does anyone have any questions? - You can contact the team at any time by emailing the JOBS inbox, or calling our hotline. These details will be provided to you when we send the rest of the resources from the last day and a half.	
12:30pm	**CLOSE** - That's all for today. We hope you have enjoyed the last day and a half, we certainly have! - Thank you for your patience when we have had technical difficulties, we really appreciate it. - We're looking forward to watching and supporting you all over the next 12 months as you embark on an exciting journey here at the Department of Finance. - Thanks everyone, enjoy the rest of your afternoon!	[redacted]

Australian Government
Department of Finance

2022 Graduate Finance Induction

Day 1

Thursday, 03 February 2022

Welcome

Entry Level Program Team

s 22 [redacted]
s 22 [redacted]
s 22 [redacted]

FOI 22/46 - Document 02a

Australian Government
Department of Finance

Keynote Address
Rosemary Huxtable
Secretary

Australian Government
Department of Finance

Entry Level Program Team – Introduction

[redacted]
Director
Recruitment and Resource Management Section

Australian Government
Department of Finance

Activity – Two truths and a lie

- Each person thinks of two thins about themselves that are true, and one not so true.
- Introduce yourself to the cohort (name and where you are from), and tell your “three truths”.
- The cohort will take a vote on what they think is not so true.

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Emergency Management Procedures

s 22 [redacted]

Departmental Business Continuity and Emergency Management Co-ordinator

Facilities Management Team

Australian Government
Department of Finance

Security Training

[redacted]

Security Team

Session Outline

s 22 [redacted]

- Current Threats to Finance
- Governance & Legislation
- Information Security
- Personnel & Physical Security
- Security Incidents, Warnings & Breaches
- ICT Security
- Fraud Awareness
- More Information & Contacts

Current Threats to Fin [redacted]

Poor Security Culture – Viewing security as a low priority (e.g. the perception that complying with security requirements is too onerous or time consuming)

[redacted]

Computer Network Operations – parties who use ICT skills to infiltrate our systems and take information they are not entitled to or cause damage to systems

'Insider Threat' – staff who either deliberately or accidentally compromise systems and/or information

[redacted]

Governance and Legislation

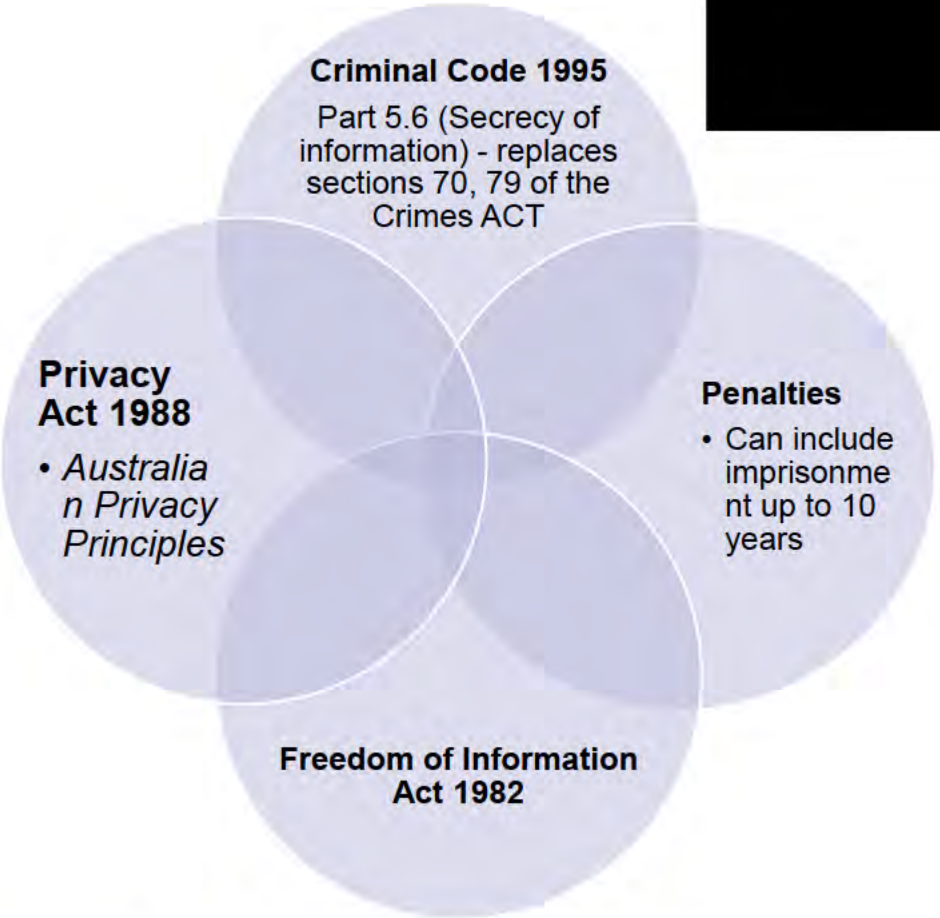
[redacted]

The Protective Security Policy Framework (PSPF) :

Sets out the Australian Government policy and guidance on protective security (Attorney-General's Dept).

The Information Security Manual (ISM):

Sets out the Australian Government policy and guidance on ICT security (Australian Signals Directorate – Defence).



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Information Security

In order to access information you must have…

A **security clearance** equal or higher to information you wish to access (or temporary access in exceptional circumstances)

and <u>(not 'or')</u>

a '***Need to Know'***, meaning that you must have access to the information in order to do your job.

Security Classifications

Information Security Markings			Caveats & IMM's		
Marking	**Detail / Potential Damage**	**Grouping**	**CABINET**	**NATIONAL CABINET**	**IMM's**
TOP SECRET	- Catastrophic business impact - Exceptionally grave damage to the national interest, organisations or individuals	Security Classified	YES	YES	YES
SECRET	- Extreme business impact - Serious damage to national interest, organisations or individuals	Security Classified	YES	YES	YES
PROTECTED	- High business impact - Damage to national interest, organisations or individuals	Security Classified	YES	YES	YES
OFFICIAL: Sensitive	- Low / med business impact - Limited damage to an individual, organisation, Govt	Sensitive	NO	YES	YES
OFFICIAL	- Low business impact - No or insignificant damage	Other	NO	NO	NO
			NO	NO	NO

Caveats

CABINET	- Cabinet information - Apply with PROTECTED, or above	Special Handling
NATIONAL CABINET	- Information specifically prepared for National Cabinet or its subcommittees - Apply with OFFICIAL: Sensitive, or above	Special Handling

Optional Information Management Markers (Apply with OFFICIAL: Sensitive or above)

Legal privilege	- Information covered by legal professional privilege	IMM's
Legislative secrecy	- Information covered by legislative secrecy provisions	IMM's
Personal privacy	- Personal information collected for business purposes	IMM's

How is Information Classified?

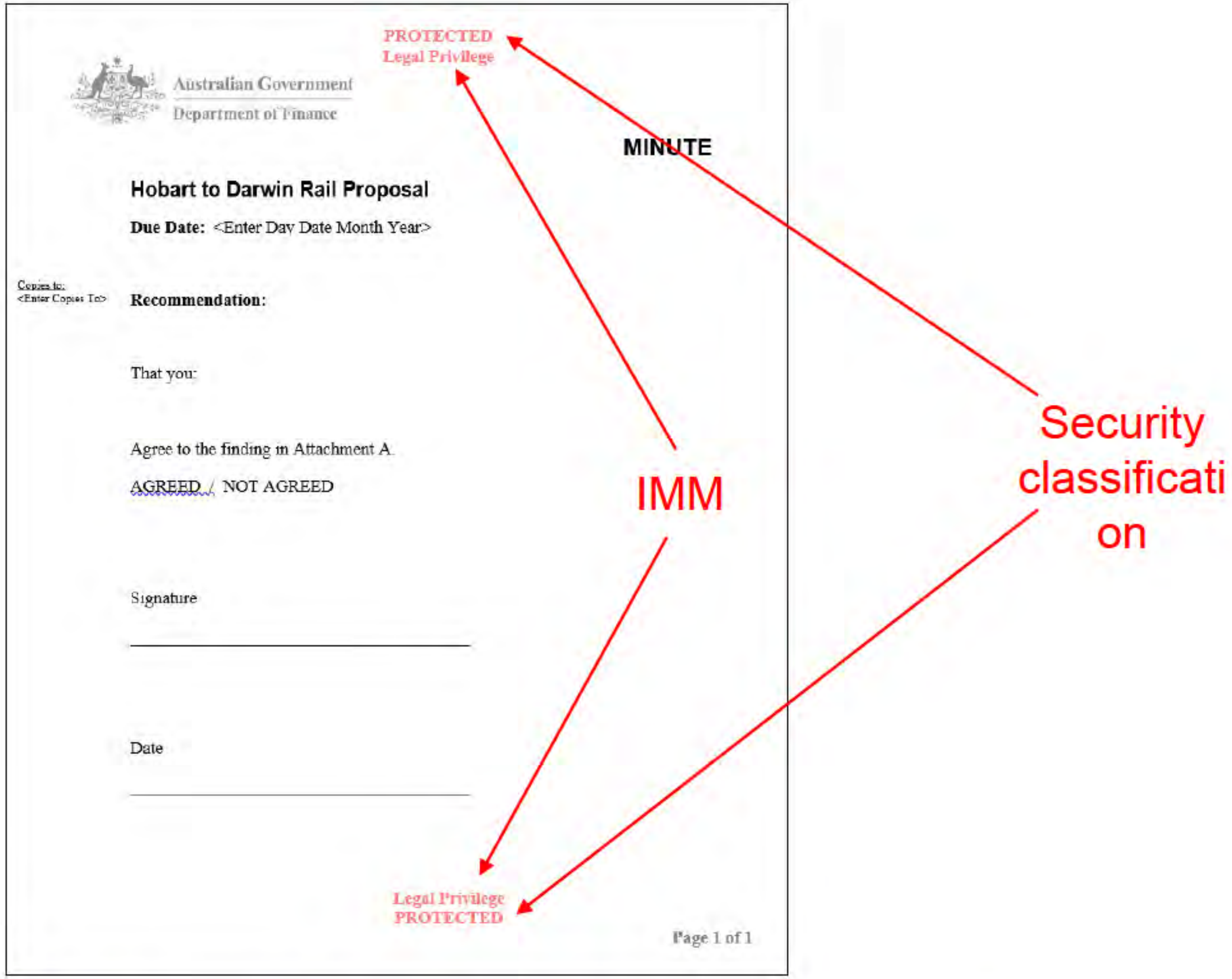
The **originator** is the person preparing the information and is responsible for its security classification

The originator is responsible for sanitisation, reclassification or declassification of information

An entity must not remove or change information's classification without the originator's approval.

Classified information must be marked with a Protective Marking on the top and bottom of each page in **RED**.

Example


PROTECTED
Legal Privilege

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MINUTE

Hobart to Darwin Rail Proposal

Due Date: <Enter Day Date Month Year>

Copies to:
<Enter Copies To>

Recommendation:

That you:

Agree to the finding in Attachment A.

AGREED / NOT AGREED

Signature

Date

Legal Privilege
PROTECTED

Page 1 of 1

Security Containers

Cabinet	Classification	Identifier
B-Class	Up to and including SECRET material (only if located in a Zone 4 space) Within a general work area may store up to Protected.	s 22 [redacted] s 22 [redacted]
C-Class	Up to and including PROTECTED material	s 22 [redacted] s 22 [redacted]
Commercial Grade ("D-Class")	Up to and including Official material (with a DLM) and 'portable & attractive' items	

Working from home – storing classified information

You are not permitted store any paper based security classified information at home…

…unless you have a risk assessment completed on your home by the Agency Security Advisor (ASA).

s 22

[redacted]

Please contact the ASA for further information.

You will be supplied with a Finance issued laptop when you commence with the Department allowing staff to work remotely, flexibly and securely.

Key Safes

- For storage of all 'secure keys' (example: offices, pool cars, C and D class containers)
- Must hold a security clearance of appropriate level
- If you swipe the key out, it is your responsibility to return it

Disposal of Classified Information

Red Bin: Up to **PROTECTED**

- Alert Security if you put the wrong thing in a Red Bin

Class A shredder: Up to **TOP SECRET**

- Be mindful of WHS issues

Contact Service Centre or log a job via the Self Service Portal

- Do not take home or leave in cupboards / drawers

Guidance Posters

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Personnel and Physical Security

Security Clearances and Change of Circumstances

Clearance Level	Access Level	Revalidation Frequency	Pass Identifier
Baseline	PROTECTED	15 years	Baseline
Negative Vetting Level 1	SECRET	10 years	A
Negative Vetting Level 2	TOP SECRET	7 years	A B
Positive Vetting	TOP SECRET	7 years	A B

Security clearance holders must report changes in their circumstances directly to AGSVA (Not the Service Centre)

- Entering into, or ceasing a marriage and/or domestic partnership
- Change of contact details, address or passport
- Health or serious medical concerns
- Involvement with police, courts or criminals
- Disciplinary procedures (including Code of Conduct) & security incidents
- Immediate family/personal relationships in foreign country
- Changes to citizenship or nationality
- Financial situation
- Involvement with any individual, group, society or organisation that may be of security concern
- Changes in religious or political beliefs

Please send all Travel arrangements to the Finance Security Team via the self service portal

Change of Circumstances Form (SVA003)

Australian Government
Department of Defence

Sensitive: Personal *(After First Entry)*

Change of Circumstances Notification

SVA 003

Clearance holder

This form is to be completed by a clearance subject or clearance holder

All fields are mandatory unless indicated otherwise

To: Australian Government Security Vetting Agency

Email: agsva.vsc@defence.gov.au

Facsimile: **08 7389 6151**

Mail: Department of Defence – AGSVA PO Box 1500 EDINBURGH SA 5111

Instructions for completion

While holding a Commonwealth security clearance all security clearance holders have a range of responsibilities to minimise security risks. These responsibilities include reporting all changes of personal circumstances to the Australian Government Security Vetting Agency (AGSVA). Reporting changes of circumstances should be made using this form. Changes in personal circumstances should also be provided to your agency security section.

More information on reporting changes of personal circumstances can be found in the *Protective Security Policy Framework – Reporting changes of personal circumstances guidelines.*

The AGSVA is required to ensure that personal information held is maintained and up to date. The information collected on the SVA 003 *Change of Circumstances Notification* is required to enable the AGSVA to maintain your Personnel Security File. This information is collected, used and stored in accordance with the *Privacy Act 1988* and *Protective Security Policy Framework – Australian Government Personnel Security Protocol.*

Section 1 Identify the level of clearance currently held.

Section 2 Provide details of the security clearance subject.

Section 3 Provide details of the changes in circumstances. More information on the changes in circumstances listed can be found at the bottom of this form.

Section 4 To be signed by the clearance subject.

Section 1 – Level of clearance currently held

☐ Restricted	☐ Protected	☐ Baseline	☐ Highly Protected
☐ Confidential	☐ Secret	☐ Negative Vetting Level 1	☐ Top Secret

s 22 [redacted]

Visitor Escorting

All visitors to Finance must be issued a Visitors Pass and must be escorted at all times.

- Finance staff members with a Finance pass or a Day Pass are authorised to escort visitors
- If you are escorting a visitor you must have the visitor in line-of-sight
  - If you need to leave the visitor you must find another authorised person to escort the visitor -OR- escort the visitor back down to the atrium / guard desk until another authorised escort can be found
  - Visitors without their designated escort must be taken back down to the atrium / guard desk

Contact Reporting

The Australian Government Contact Reporting Scheme

The scheme is intended to capture any **Suspicious**, **Ongoing**, **Unusual** or **Persistent** (**SOUP**) contact with foreign nationals, as well as instances of people or groups—regardless of nationality—who try to obtain information they do not need to know.

Contact could occur:

- Locally in social environments such as parties, BBQs or nightclubs
- While abroad on business or family holidays,
- During any non-routine communications with employees of a foreign government

Contact the Agency Security Advisor (ASA) for advice

Australian Government
Department of Finance

Security Incidents

Security Infringements and breaches

SECURITY INFRINGEMENT

INTENT

An accidental or unintentional failure

IMPACT

Could cause, or has caused limited damage to organisations or individuals

SECURITY BREACH

INTENT

A negligent or reckless action

IMPACT

Could cause, or has caused serious damage to the national interest, organisations or individuals

SIGNIFICANT SECURITY INCIDENT

INTENT

A deliberate action

IMPACT

Could cause, or has caused exceponally grave damage to the natonal interest, organisations or individuals

Finances 'Clear Desk Policy'

- Desks and printers should be clear of loose papers and materials should be organised neatly, to enable a visual check that no security classified or OFFICIAL: Sensitive information has been left out.

Security Incidents: Consequences

Security Incident Level	Consequence
Infringement	Incident recorded for statistics
Breach	Recorded on individual's security file (AGSVA)
Significant Incident	Recorded on individual's security file with potential for downgrade of clearance, loss of employment and/or referral to relevant authorities

Security Incidents/concerns - Reporting

DEPARTMENT OF FINANCE SECURITY IT'S EVERYONE'S RESPONSIBILITY

SEEN SOMETHING SUSPICIOUS?

Suspicious incident?

Report all suspected or actual incidents to the Security Team on s 47E(d) [redacted] 24 hours):

- espionage or sabotage
- correspondence of security concern
- hacking into ICT systems
- unauthorised access to an alarm system covering a Zone 4 or 5 area
- tampering with security containers or systems
- incidents that may constitute a criminal o ence (directed at the Commonwealth or officials)
- incidents involving weapons or hazardous materials.

Contact with foreign officals?

Contact the Security Team when:

- a contact (either official or social) seems suspicious persistent or unusual, or becomes ongoing
- an individual or group, regardless of nationality, seeks to obtain official formation they do not require for their work.

Contact s 47E(d) [redacted] for further information on contact reporting

SOMETHING BEEN LOST OR LEFT UNSECURED?

Lost something?

Report all losses to the Security Team on s 47E(d) [redacted] (24 hours).

Losses may include:

- building access passes or other identifiation
- material classified PROTECTED or above
- significant quantities of material at lower classification
- classified equipment
- keys or combinations to security containers
- personal information that is likely to result in serious harm.

Also report recoveries of unreported missing material.

Other security concerns?

The Security Team is available on s 47E(d) [redacted] if you see:

- security classified material not properly secured or stored
- incorrect handling of – protectively marked information
- security classified material left in inappropriate waste bins or left in government assets for sale or disposal
- deliberate disregard for protective security
- continuous security breaches involved the same person or work area.

If you or someone else is in danger or under threat…

Contact 000 immediately…

…and hit one of the many lockdown buttons fixed around the Department

How to report a security incident?

- Security Incident report form (Intranet)
- Calling the Service Centre on x2000
- Come down to the security area (GS.34)

When to activate

Activate a Security Lockdown if:

- You believe your safety or someone else's safety is under immediate threat from a hostile person,
- You witness a person holding or concealing an offensive weapon,
- You observe a person behaving aggressively or violently, or
- You observe a suspicious person or incident that you believe poses a credible risk to the safety of building occupants.

s 22 [redacted]

Lockdown Presentation

- Accessible from the Security homepage on the Intranet

Lockdown Safe Zones

s 22 [redacted]

Safe zones may include

- **Designated safe areas on each floor**
  - Meeting Rooms with
    - lockable doors
    - fully frosted windows
- **FAS Offices** (Solid door and visual barrier)
- **Utility Rooms**
  - First Aid
  - Nursing
  - Reflection Rooms

Australian Government
Department of Finance

IT Security

ICT Security Governance

Acceptable Use Policy (AUP)

- Adherence to this policy is a mandatory requirement for all staff.
- **** Visit the Finance intranet for all security policy and guidance material.*

s 22 [redacted]

s 22 [redacted]

The Finance IT Network "Mercury"

Finance's IT network is classified at **PROTECTED.**

The maximum classification permitted for any information on the network is **PROTECTED.**

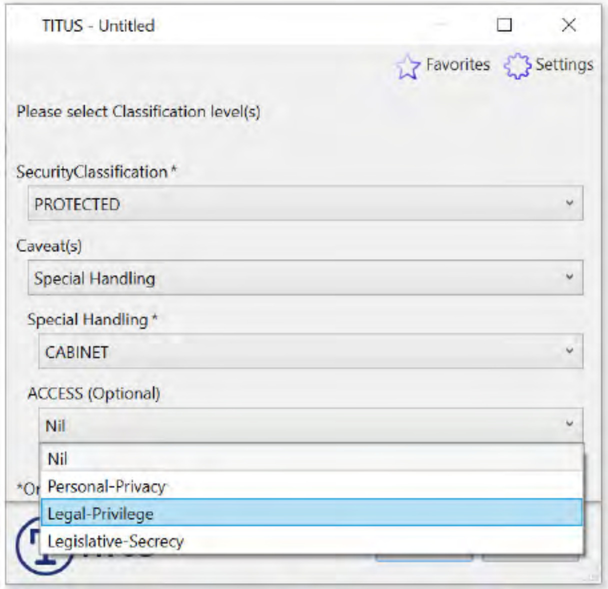
- A minimum of a **BASELINE** security clearance is required to access the Finance network.
- Unless a legitimate business requirement and valid authorisation exists, all information must remain on the Finance network.

Classification of Electronic Information

All emails must be marked with the appropriate classification

- Remember to classify emails to the highest level of any attachments.
- Do not email Finance documents to personal email addresses (such as GMail or Yahoo accounts), or upload to personal cloud-based storage (such as Dropbox or GoogleDrive)

*** Confirm the classification ratings of government organisations before emailing them classified documents



Scam, Spam, Phishing

Spam - is unsolicited email

Phishing / Spear Phishing - is an email method of tricking recipients into sharing sensitive information with an unknown third party

Be especially mindful when working from home

Spoofing - is when the sender address of an email is forged

Malware (malicious software) - is software used to disrupt IT operations, gather sensitive information, or gain unauthorised access to computer systems

Delete suspicious emails, do not click on suspicious links or attachments and do not forward!

s 22 [redacted]

Spotting Phishing Scams

- Unexpected
- Bad grammar
- Sense of urgency
- Threatening
- Personal info or money
- Attachments or links
- Too good to be true

One We Prepared Earlier…

s 22 [redacted]

Dear ______,

You have been selected to participate in a public opinion poll conducted by s 22 [redacted] a non-partisan polling organization.
The poll is about current events at the national level and your views about them. It is short and should take you only 5-7 minutes to complete. All of your answers will be kept strictly confidential and will be used only for legitimate research purposes.

To take the poll, click on this link:

http://www.s 22 [redacted].com/Survey_Pool/150Dollar/5-7min/Survey.html

Each person taking the poll will win $250

Thank you for your participation!

Sincerely,
Survey Manager

Official Rules | Terms and Conditions | Privacy Policy

s 22 [redacted]

Password vs Passphrase

Don't use easily identifiable passwords like single words or numbers:

- password

Faster than saying "Oops"

- B31101970

Faster than a short walk

- Finance1xyz

Faster than a short walk

(password.Kaspersky.com)

A 'passphrase' is much more difficult to crack:

- Flys*Red*Up

Faster than a short walk

- Flys*Red*Up*Oh

Walk to the moon and back (327 Yrs.)

- Flys*Red*Up*Oh*

Around 3261 centuries

- Flys*Red*Up*Oh*13

10,000 centuries!

! Don't use the same passphrase on multiple sites !

IT Security Incidents – Data Spills

What is a data spill?

"A data spill is the accidental or deliberate exposure of data into an uncontrolled or unauthorised environment, or to persons without a need-to-know."
(Australian Cyber Security Centre – ACSC)

Examples:

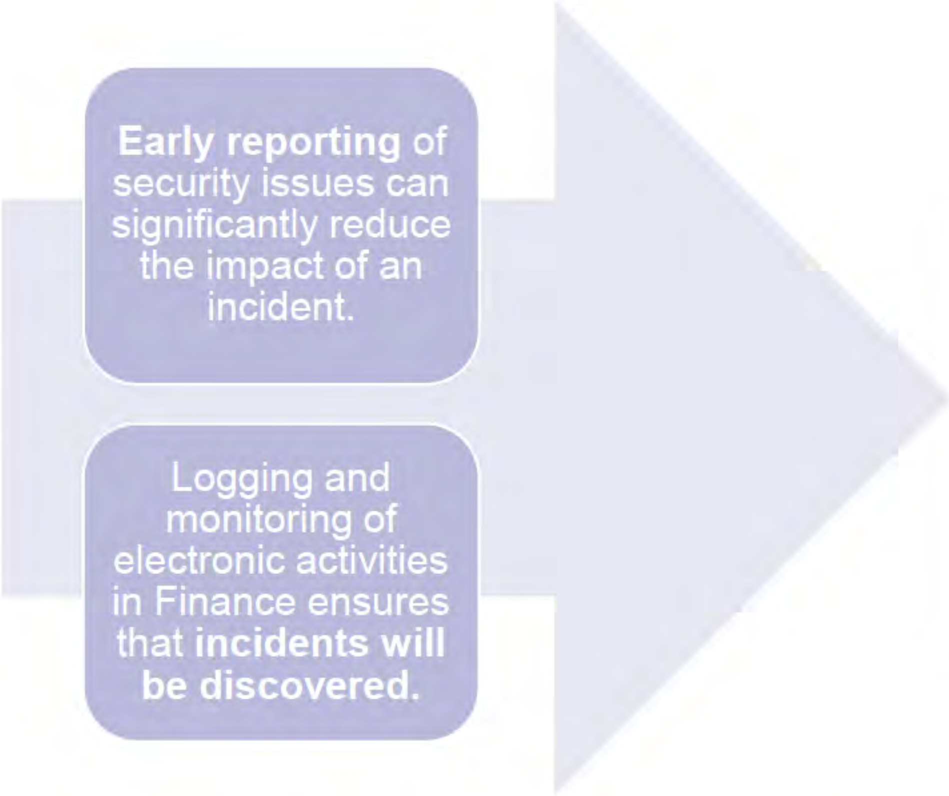
Data Transfer: A document containing SECRET information is loaded onto Finance's PROTECTED network via a USB Thumbdrive.

Email: A email containing SECRET information is emailed into Finance.

Email: A Word document containing sensitive information is emailed to Finance staff members who do not have the 'Need to Know'.

Printer: A hardcopy document marked SECRET is photocopied on a Finance printer, or scanned (and emailed) to a Finance staff member's email.

Reporting ICT Security Incidents



s 22 [redacted]

Log out / Lock Before you Leave

When working from home…
Be mindful of who is around and do not leave your work station unattended

Workstation

- 'Windows key' + 'L' key
- 'Ctrl/Alt/Del' keys select 'Lock'

s 22

[redacted]

Printer (Follow-me-print)

- Log out button
- On-screen option

Portable Storage Devices

Encrypted USB thumb drives are available through the service centre

(speak with the EA in your area)

Initial set-up will prompt for a password

Non-Finance issued USB storage devices will not work if plugged into a Finance computer

s 22 [redacted]

s 22 [redacted]

Social Media

Never give out Finance information or comment on behalf of the Department unless you are an authorised representative

s 22 [redacted]

s 22 [redacted]

Don't use your Finance logon credentials for social media sites

s 22 [redacted]

s 22 [redacted]

Never post personal information such as:

- your security clearance
- designation and contact details
- where you work
- where you live
- your financial details

Be mindful of everything you say **over time**…

s 22 [redacted]

s 22 [redacted]

s 22 [redacted]

s 22 [redacted]

Do and Do Not

The Do's

Use the IT systems appropriately and for their intended purpose

Inform the IT Service Desk when access to a system or software is no longer required

Surf responsibly (Finance filters and logs all website traffic)

Always be mindful of what you say on the phone or work on (laptop) while in public

Complete your annual online security assessment

s 22 [redacted]

Do and Do Not

The Do Not's

- Do not relocate IT equipment or assets without appropriate authorisation
- Do not attempt to bypass or 'test' the security of Finance systems
- Do not attempt to introduce unauthorised IT equipment or software
- Do not attempt to gain unauthorised access or information
- Do not share passes, login details or passwords with anyone

Australian Government
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Fraud Awareness

s 22 [redacted]

Fraud Awareness

The *Commonwealth Fraud Control Framework* defines fraud against the Commonwealth as 'dishonestly obtaining a benefit, or causing a loss, by deception or other means.'

Like security, **fraud prevention and detection is everyone's business** and is taken **very seriously** in Finance.

Compliance with security requirements supports **fraud control** in Finance.

Report any potential fraud matters to:

fraud@finance.gov.au

Reference Guides

Fraud Awareness Training is available via LearnHub – contact the Assurance and Risk team for further information

- Fraud Control in Finance
- Fraud Control Framework
- Fraud Control Plan
- Fraud & Corruption Incident Form

For assistance or further information about fraud control contact the Audit and Risk team at:

s 22 [redacted]

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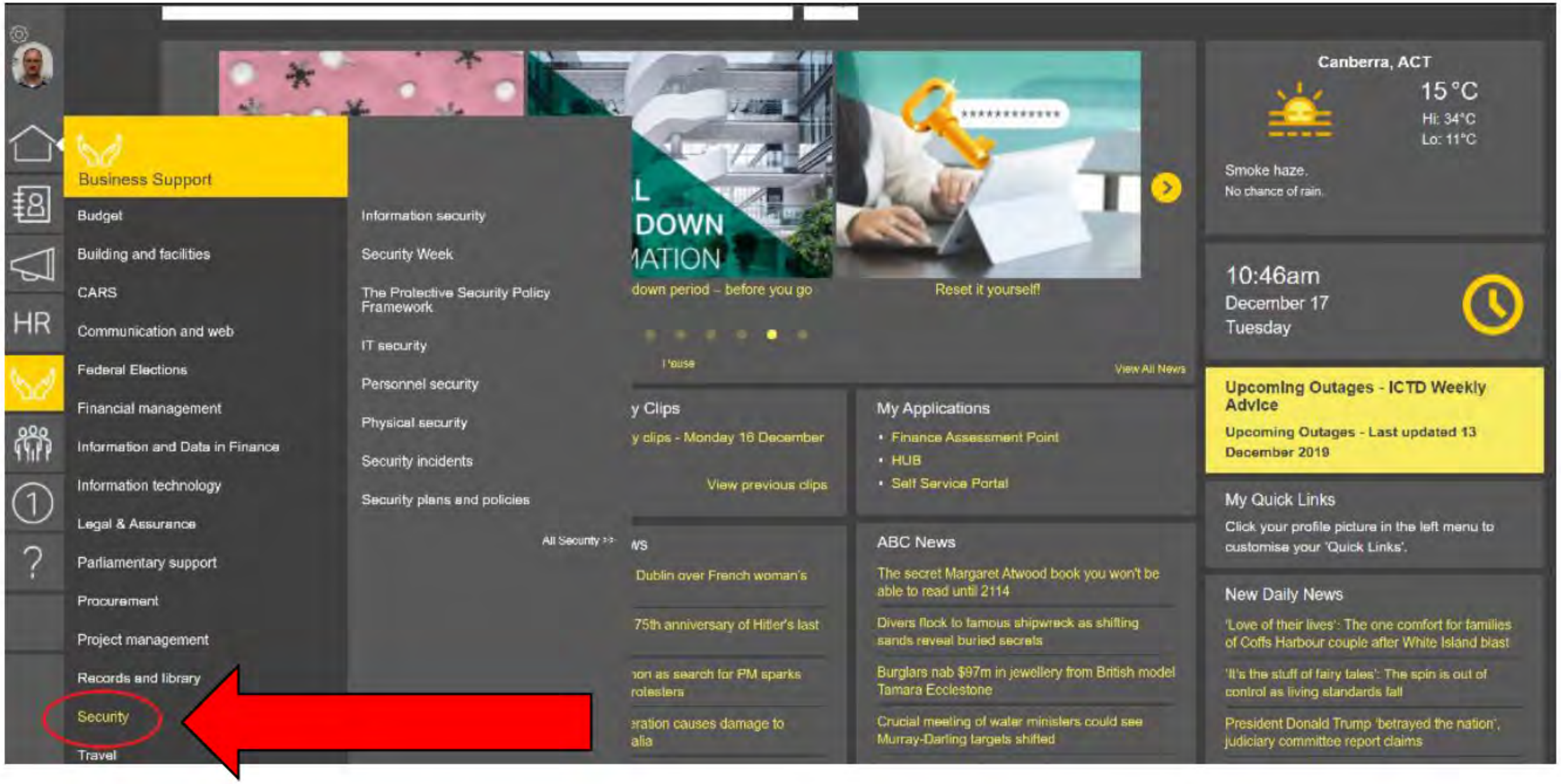
Department of Finance

More Information and Contacts

The Finance Intranet



Contacting Security

Query	Team	Contact
General Enquiries or Incident Reporting	Service Centre	Service Centre x2000
After Hours Security	Protective Security Team	After hours security phone s 22 [redacted]
Personnel, Physical or Information Security	Protective Security Team	s 22 [redacted] Agency Security Advisor s 22 [redacted]
IT Security	IT Security Team	s 22 [redacted] IT Security Advisor s 22 [redacted]

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Panel Discussion – 2021 Graduate Cohort

s 22 [redacted]

Australian Government
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Overview of the Graduate Development Program

What to expect in your Graduate year

[redacted]
Entry Level Program team

2022 Graduate Program

This year's Graduate Cohort is made up of 38 participants

- 34 Generalist Stream Graduates
- 1 HR Stream Graduates
- 2 ICT Stream Graduates
- 1 Graduate from the Indigenous Graduate Program
- Two six month rotations
- Two opportunities to advance to higher APS classifications (APS 4 at six months and APS 5 at the completion of the program)
- A final placement at the successful completion of the program

What are some of the work tasks you can expect in your rotation…

- Undertake a variety of administrative tasks
- Actively participate in team and business unit activities
- Contribute to the team / section's strategic goals
- Undertake analysis and research assignments
- Coordinate requests for information across the business areas
- Undertake secretariat work, minute taking, etc…
- Assist with project management
- Prepare briefings material, submissions, reports or ministerial correspondence
- Other tasks as directed

Elements of the Graduate Program

- Development programs with APSC, DTA, and ATO
- Major Project, as part of respective development program
- APSC Graduate Series of Events
- Interagency Networking
- Finance Staff Networks
- Communities@work – CANstruction

Probation

Your engagement is subject to satisfactory completion of a six month probation period from your date of commencement. A three month probation check will be completed during the first rotation.

Your supervisors will assess you against clearly defined expectations in relation to:

- your work, including performance measures,
- your conduct, attendance and security practices, and
- will address any identified areas of performance or concerns within the probationary period.

Performance Management

Effective performance management is through regular, ongoing and meaningful conversations.

Performance management will help you identify key deliverables and performance expectations, which support your work.

What is performance management?

- Ongoing, two way conversations are the key to effective performance management
- Graduates need to be responsible for their own performance
- Supervisors need to be accountable for supporting improvement in skills and experience

Advancement

- You commence in the Graduate Program is at the APS 3 classification.
- During the 12 months, you are provided with an opportunity to apply for advancement (through the Graduate broadband classification) in accordance with the Enterprise Agreement.
- For each advancement Graduates must have the support of their Director and Assistant Secretary's endorsement.
- Please note: Advancement is **NOT** automatic during the program – you must demonstrate your capability at the appropriate classifications.

Other Points of Interest

- Leave - accessible under the Enterprise Agreement.
- Flex - accessible under the Enterprise Agreement
- Hours of work - Standard hours – 7.5 hours per day
- Flexible working arrangements (Covid WFH)
- Higher duties - You cannot be considered for higher duties during the Graduate Program

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Meet and Greet – Deputy Secretaries

Tracey Carroll, Dep Sec, GARM
Nathan Williamson, Dep Sec, CGS
Clare Walsh, Dep Sec, BES
Anna Harmer, FAS, BFR

Australian Government

Department of Finance

Employee Relations

s 22 [redacted]

Assistant Director

Employee Relations Team

Employee Relations

Presenters: s 22 [redacted]

HR Assist

- Provide ongoing support to staff on HR matters
  - Questions are logged via Self-Service Portal or
  - HRAssist emailbox

Workplace Relations & WHS

- COVID-19
- Employment conditions
  - Staff Consultative Group
- Flexible working arrangements
- Work Health and Safety
  - First Aid; Incident report
- Health and Wellbeing Strategy

Case Support

- APS Values
- Code of Conduct
- Probation
- Early Invention & Rehabilitation
- Case Support
- Performance Management
- Workers Compensation

Working Arrangement – February 2022

- ACT we are currently working in Phase 3 of the COVID Transition Plan

- All staff, in ACT tenancies, who can work from home should do so until 25 February 2022 – please discuss working arrangements with your managers

- If you are feeling unwell, or experience symptoms which could be COVID-19 please advise your manager immediately and get tested

- Do not come to work under any circumstance if you feel unwell

COVID-19 Protocols

A number of staff measures are in place while working the in office, including:

- check-In CBR app
- using hand sanitisers when you enter the building and throughout the day
- anti-bacterial wipes provided to all Divisions
- meeting rooms capacity
- physical distancing
- face masks must be work in all indoor settings other than a place of residence

Familiarise yourself with the following resources on the Finance Recovery Plan page

FAQS

- Frequently Asked Questions

Factsheets

- Actions for COVID-19 positive employees
- Actions for managers with a COVID-19 positive employee
- Actions for employees with a COVID-19 positive colleague

Protocols

- Department's protocols for managing contacts or confirmed cases of COVID-19

Employment Conditions

Enterprise Agreement (EA)

- The Department of Finance 2019 Enterprise Agreement sets out the terms and conditions of your employment.
- All future salary and allowance wage increases are covered by a Remuneration Determination

HR Policies

- Our HR Policies support the implementation of your terms and conditions of employment.

Staff Consultative Group (SCG)

- The Staff Consultative Group discusses the day-to-day application of the Finance Enterprise Agreement. It provides staff feedback on employment matters, and provides advice to management on workplace issues.

- The Staff Consultative Group supports:
  - good workplace relations
  - fostering relationships between the executive, union and staff
  - free and open communication on matters that affect groups or all employees
  - the mutual exchange of information and ideas.

Flexible working arrangements

- ‘If not why not’, flexible by default

Things to consider:

- put yourself in your managers shoes, consider the impacts to the business
- is it in line with policy requirements?
- am I ergonomically set up at home?

Work Health and Safety at Finance

- Work Health and Safety Committee
  - Health and Safety Representatives

- A structured governance framework to achieve, measure and report on the safety of your workplace

s 22 [redacted]

Relevant WHS Legislation

- The Work Health and Safety Act 2011 (WHS Act)
- Safety Rehabilitation and Compensation Act 1988 (SRC Act)
- Work Health and Safety Approved Codes of Practice 2011 (WHS Codes of Practice)

First Aid

First aid arrangements at Finance include:

- First aid officer (FAOs)
- Purpose build first aid-rooms
- Automated external defibrillators (AEDs)

Incident/notifiable incident

Incident

- Injury
- Illness
- Near misses
- Hazards that could cause injury or illness
- Dangerous incidents

s 22

[redacted]

Notifiable incidents

- Death
- Serious injury or illness
- Dangerous incidents

Your Work environment

Good ergonomics promotes good physical wellbeing in the workplace.

- A workstation self-assessment checklist (located on the intranet) has been developed to support correct workstation set up and safe working practices
- Workstation Assessments are also available, where needed

Wellbeing at Work

- Programs & Guest Speakers
  - For example - Steptember
- Finance Gym – bookings are essential and capacity limits
- Flu vaccinations (typically April)
- Finance Networks
- Check out the ‘wellbeing at work’ and the ‘mental health wellbeing’ page

s 22 [redacted]

APS Code of Conduct, APS Values and Principles

- Impartial
- Committed to service
- Accountable
- Respectful
- Ethical

- Makes fair employment decisions with a fair system of review
- Recognises that the usual basis for engagement is an ongoing APS employee
- Makes engagement & promotion decisions based on merit
- Required effective performance from each employee
- Provides flexible, safe and rewarding workplaces where communication, consultation, cooperation and input from others is valued
- Provides a workplace free from discrimination, patronage and favouritism
- Recognises the diversity of the Australian community and fosters diversity in the workplace

Workplace Behaviours

- Finance has a **Zero Tolerance** approach to unlawful discrimination, harassment and bullying
- Finance is committed to providing a safe workplace where workers treat each other with respect and courtesy
- Finance will take all reasonable steps to prevent or eliminate unacceptable behaviour
- Responding sensitively, effectively and in a timely manner

Social Media

Every time you write, comment on or share information when using social media platforms, be mindful of:

- Your requirement to uphold the APS Code of Conduct
- That the content is publicly available, even on personal accounts
- The perception of your actions, specifically any connection with your employment

It is not appropriate to make comments that are or can be perceived to be:

- Being made on behalf of Finance or the Government
- Compromising your capacity as an APS employee to fulfil your duties
- Harsh or extreme criticism of the Government or member of parliament

Performance Management and Probation

Commencement

Half way point (3 months)

Probation ends (6 months)

Early Intervention and Rehabilitation

Early intervention may be required in the following circumstances:

- early signs of an injury or condition
- a workplace injury or incapacity to perform normal duties
- medical advice from a treating practitioner
- a request for assistance from an employee
- factors at work including perceived or actual negative relationships with co-workers
- submission of a claim for compensation

Support across Finance

s 22 [redacted]

- Employee Assistance Program **1300 307 912**
- Mental Health Advisers
- New Access Workplaces

s 22 [redacted]

Australian Government
Department of Finance

2022 Graduate Finance Induction

Day 2

Friday, 04 February 2022

Australian Government
Department of Finance

Diversity – Enriching your experience @ Finance

s 22 [redacted]
Indigenous Liaison Officer and Diversity Team Leader
Diversity Team

Who are we?

What is diversity?

Equality v equity

s 22 [redacted]

s 22 [redacted]

Inclusion

s 22

[redacted]

What's happening at Finance

Diversity@Finance Strategy

Reconciliation Action Plan

Diversity Networks

2022 Priorities

Diversity@finance Strategy

Supports a workplace culture that's diverse and inclusive

Vision = to bring your whole self to work

Reflects broader APS priorities

Built around 4 pillars

— Bring, Balance, Bind and Build

Reconciliation Action Plan

July 2021 – July 2023 – Current RAP

Supports Finance’s role in Reconciliation

Current initiatives include ‘Cultural Protocols Guide’

Diversity Networks

Aboriginal and Torres Strait Islander Staff Network

Gender Equity Network

Ability Network

LGBTI+

Culturally and Linguistically Diverse (CALD) Network

Emerging Leaders Network

2022 Priorities

Launch refreshed Reasonable Adjustment Passport

Implementation plan to address accessibility audit

Review Affirmative Measures processes in recruitment

Targeted training for senior leaders and managers

Aboriginal and Torres Strait Islander recruitment, retention and professional development strategy

Pilot inclusive language and adult autism awareness training

Scope the development of a Gender Affirmation Policy

Mark days of significance – e.g. Lunar New Year

Aboriginal and Torres Strait Islander Cultural Protocols Guide

Australian Government
Department of Finance

Privacy Training

s 22 [redacted]

Legal Officers, Privacy Team

Australian Government
Department of Finance

[redacted]

s 22

[redacted]

Legislative and Regulatory Framework

Privacy Act 1988 (Cth) (Privacy Act)

Schedule 1 of the Privacy Act - Australian Privacy Principles (APPs)

Office of the Australian Information Commissioner (OAIC)

Australian Government Agencies Privacy Code

APPs are principles-based law

The APPs are structured to reflect the personal information lifecycle. They are grouped into five parts:

Part 1 — Consideration of personal information privacy
Part 2 — Collection of personal information
Part 3 — Dealing with personal information
Part 4 — Integrity of personal information
Part 5 — Access to, and correction of, personal information

The Privacy Act defines ‘personal information’ as:

'Information or an opinion about an identified individual, or an individual who is reasonably identifiable:

a. whether the information or opinion is true or not; and
b. whether the information or opinion is recorded in material form or not‘

The Privacy Team has prepared a guide to help staff identify what may or may not be personal information, which is available on the intranet.

Examples: Work email address, Signature, Internet (IP) address, union membership, religious beliefs

Collection

Finance must only collect personal information which is reasonably necessary for one or more of the entity's functions or activities.

Determining whether a particular collection of personal information is permitted involves a two step process:

- Identifying Finance's functions and activities
- Determining whether a particular collection of personal information is reasonably necessary, or directly related to one of those functions or activities

QUESTION 1 – Collection of Personal Information

To encourage physical activity, the department gives staff an annual ‘health and wellbeing’ allowance of up to $100. At the end of the year, the department conducts a survey in relation to the allowance.

Oscar is in charge of the survey this year. He is thinking of including some questions relating to what transport staff use to get to work, as the department is considering offering shuttle buses from various hubs around the city. Would it be appropriate to include these additional questions in the survey?

A) No. The collection is not reasonably necessary for, or directly related to, the department’s activities

B) Yes. The collection is not personal information

C) Yes. It would be less intrusive and more convenient for the department to collect this information now, rather than having to separately ask for it later

(A) No. The collection is not reasonably necessary for, or directly related to, the department's activities.

A collection of personal information will not be "reasonably necessary" if it is not required for an existing or planned function or activity, but is simply being obtained "just in case" it might be useful or become needed in the future.

Use and disclosure of personal information

Finance can only use or disclose personal information for a purpose for which it was collected (known as the ‘primary purpose’), or for a secondary purpose if an exception applies.

Most common exceptions include where:

- The individual has consented to a secondary use or disclosure;
- There is a reasonable expectation that personal information will be used or disclosed for the secondary purpose;
- The use or disclosure is required or authorised by law; or
- The use or disclosure is for enforcement related activities conducted by an enforcement body

QUESTION 2 –Disclosure of Personal Information

Steven has written to his local MP, who happens to be the Finance Minister. Steven made a claim with the government agency under the Compensation for Detriment caused by Defective Administration Scheme. He is unhappy with the way the agency has been handling his claim, and wants the Minister to ‘do something about it’. You have been asked to prepare a response on behalf of the Minister. Can you discuss the substance of Steven’s complaint with the other agency?

A) Yes. Steven would reasonably expect his personal information to be disclosed to the other agency

B) Yes, but only after first contacting Steven to obtain his express consent to the disclosure.

C) Yes, but only if the department does so in a way that does not identify Steven or enable him to be reasonably identifiable.

(A) Yes. Steven would reasonably expect his personal information to be disclosed to the other agency.

The department could disclose personal information about Steven under APP 6.2(a) to the other agency on the basis that:

- the department collected the personal information for the purpose of preparing a response on behalf of the Minister to Steven's complaint;
- disclosing personal information about Steven to find out information relevant to the complaint, is directly relevant to preparing the response; and
- in the circumstances, Steven would reasonably expect his personal information to be disclosed to the other agency for the purposes of responding to his complaint.

Security of personal information

Finance must take reasonable steps to protect personal information it holds from misuse, interference and loss, as well as unauthorised access, modification or disclosure.

‘Unauthorised access’ of personal information occurs when personal information that Finance holds is accessed by someone who is not permitted to do so.

‘Unauthorised disclosure’ occurs when Finance:

- makes personal information accessible or visible to others outside the entity, and
- releases that information from its effective control

QUESTION 3 – Security of personal information

Emily recently joined the department and is responsible for processing claims made by parliamentarians. During lunch Emily reads an article about a parliamentarian's trip to Hamilton Island. Intrigued, she decides to look up the records relating to this trip when she's back at her desk.

Should Emily access these records?

A) Yes

B) No

Answer: B) No. Emily should not access these records.

Accessing these records would be considered unauthorised access to personal information under APP 11, and this incident would be required to be run through Finance's data (privacy) breach response process.

Data (Privacy) Breach Response Plan

Finance's data breach response plan:

- sets out the process and clear lines of responsibility for Finance staff in relation to data breaches or suspected data breaches, and
- is intended to enable Finance to identify, assess and respond to data breaches in a timely manner.

There is no single way of responding to a data breach. Data breaches must be dealt with on a case-by-case basis by undertaking an assessment of the risks involved, and using that risk assessment to decide the appropriate course of action.

What to do in the case of a data (privacy) breach

There are five key steps in the data (privacy) breach response plan when responding to an actual or suspected data breach.

1. Identify the breach;
2. Undertake immediate action (containment);
3. Evaluate the risks associated with the breach;
4. Consider whether notification is required; and
5. Debrief.

QUESTION 4 – Containment of breach

Jordan is sending an RSVP email for his team to attend a training session within the department. He accidentally sends the email to another contact in his list, a client from another Commonwealth agency. Jordan should...

a) Do nothing. The email only contained his team's name which are available on LinkedIn anyway
b) Attempt to recall the email
c) Attempt to recall the email, notify the Privacy Team to consider what further steps should be taken to contain and respond to the breach

(C) Attempt to recall the email, and notify the Privacy Team to consider what further steps should be taken to contain and respond to the breach.

Notifiable Data Breach Scheme

The NDB scheme requires regulated entities, including Finance, to notify particular individuals and the Commissioner about 'eligible data breaches'.

A data breach is eligible if it is likely to result in serious harm to any of the individuals to whom the information relates.

Serious harm is not defined in the Privacy Act. This means Finance needs to consider the likelihood of harm on a case-by-case basis for each breach. We consider affected individual's personal safety, financial security, psychological wellbeing and reputation when determining whether serious harm is likely.

Privacy Impact Assessments (PIAs)

A PIA identifies and assists Finance to assess the impact a project might have on the privacy of individuals and provides recommendations on how to reduce or mitigate those risks.

Finance is required under the Privacy Act to undertake a written PIA for all <u>'high risk' projects</u> or initiatives that involve personal information.

Not every project will need a PIA, but projects that involve collection of new personal information, or change the way Finance handles the personal information it already holds, will require a **Threshold Assessment** to assess whether a PIA is necessary.

Finance departmental resources and procedures

- 'Privacy' Intranet page – **The Go-To page**
- Finance Privacy Policy - www.finance.gov.au/publications/policy/department-finance-privacy-policy
- Privacy Management Plan
- Data (Privacy) Breach Response Plan Process
- Templates:
  - Privacy Impact Threshold Assessment Template (available on **Intranet**)
- Register of completed Privacy Impact Assessments (available on internet)

How the Privacy Act applies to YOU as a Graduate / Career Starter

Regardless of how much personal information you handle in your day-to-day work during your Program, you are required to handle personal information within the requirements of the Privacy Act, which means:

- Understanding how Finance **collects, uses, discloses and secures personal information** in line with the APPs;
- Understanding when a **Threshold Assessment** for a new project may be required and when a **Privacy Impact Assessment** (PIA) may be required; and
- Understanding what to do, and who to tell, if there is a **suspected data breach** in your work area.

Privacy at Finance – Key Contacts at Finance

Privacy Team - **privacy@finance.gov.au** (sits within Legal & Assurance Branch)

Privacy Contact Officer – s 22 [redacted] (Senior Legal Officer)

Privacy Champion – **Clare Walsh** (Deputy Secretary, BES)

Australian Government
Department of Finance

Learning at Finance

s 22 [redacted]
Assistant Director
Learning and Development Team

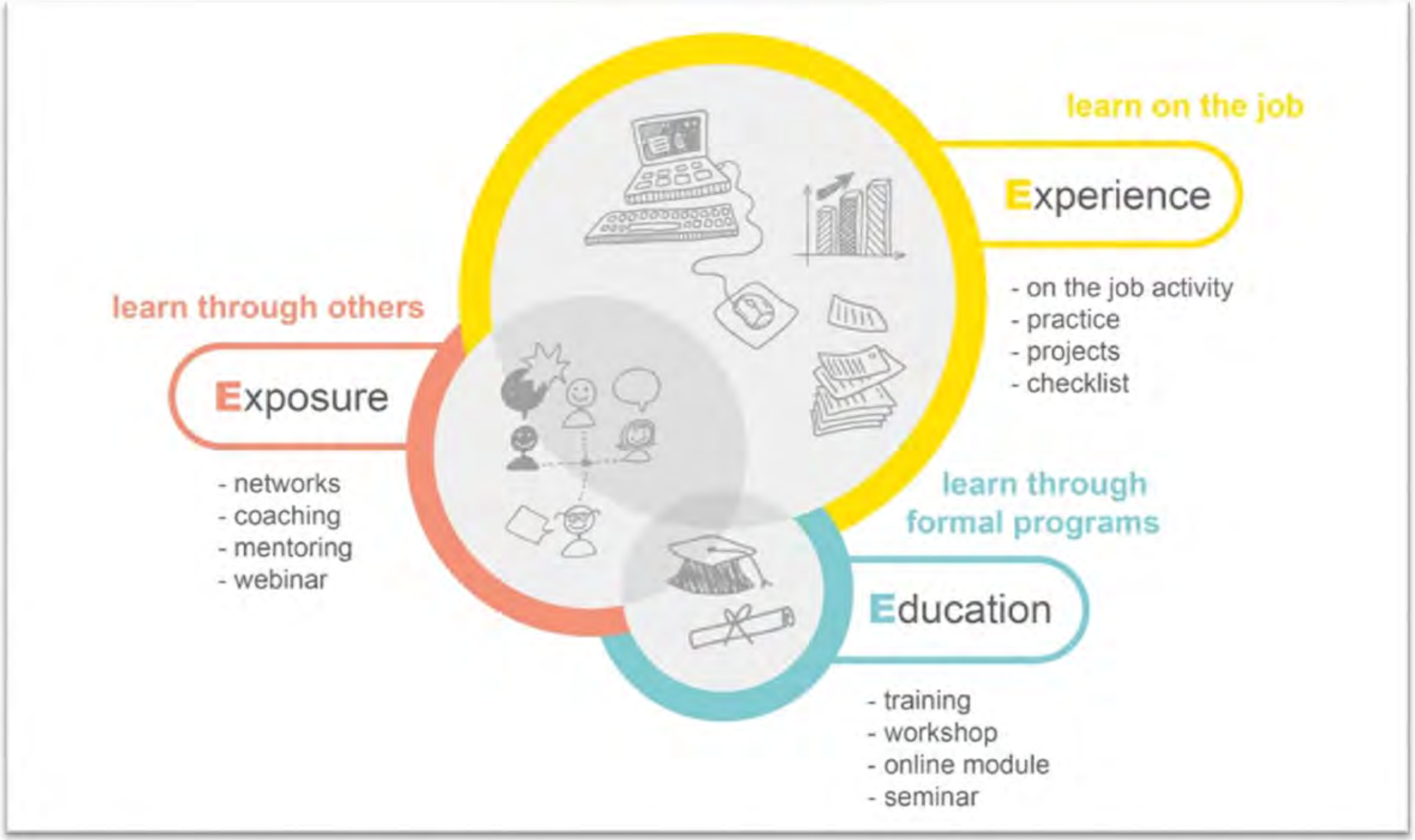
Learning at Finance

Finance's People Capability Framework supports performance and builds talent by providing clear and consistent performance expectations for all staff.

The framework incorporates two elements:

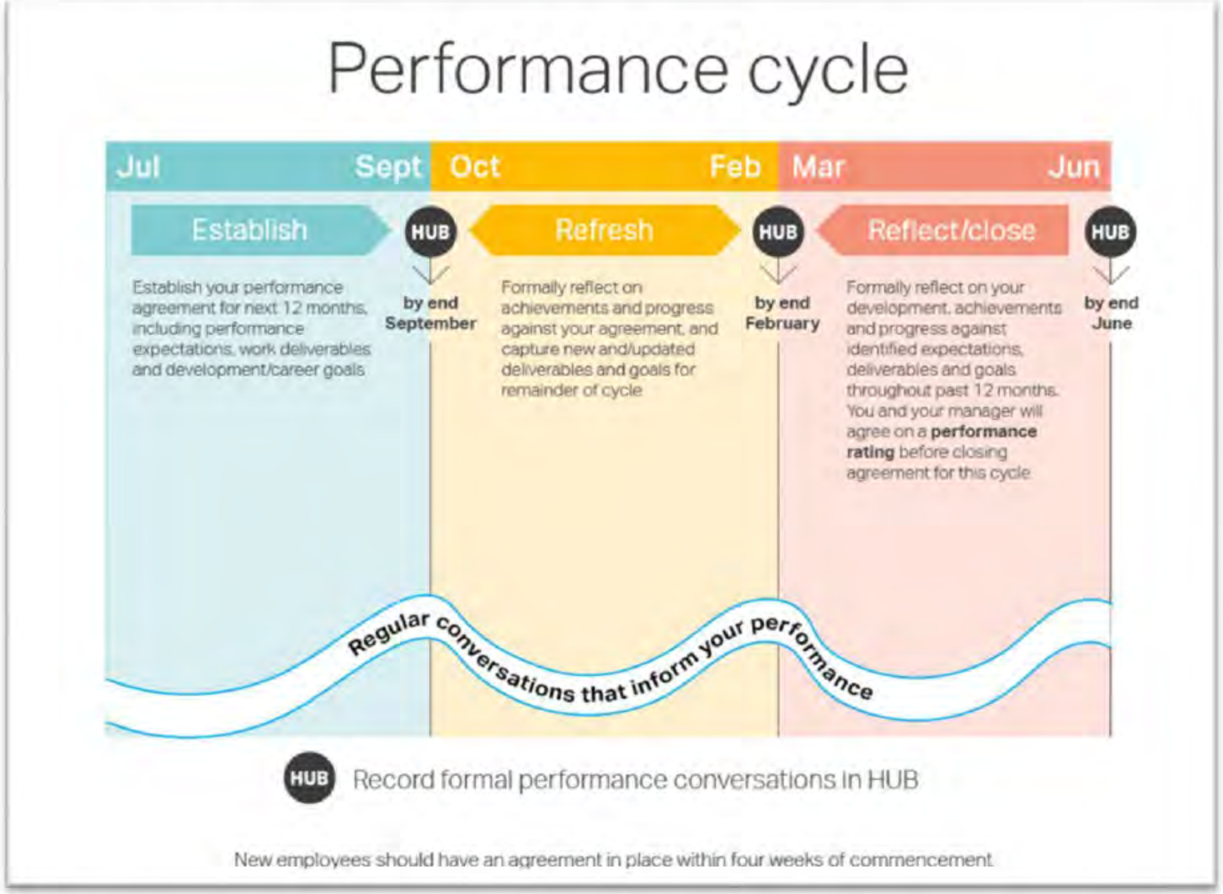
- core capabilities – a set of five capabilities defined by clear and consistent performance expectations for all classifications. Finance People: ***Lead, Collaborate, Achieve, Think and Learn.***
- professional/technical capabilities (KNOW) – opportunity to incorporate the unique technical skills, professional qualifications and experience required of individual job roles.

Learning at Finance



Our learning model supports you to build your capability and strengthen your professional and personal skills.

Learning at Finance



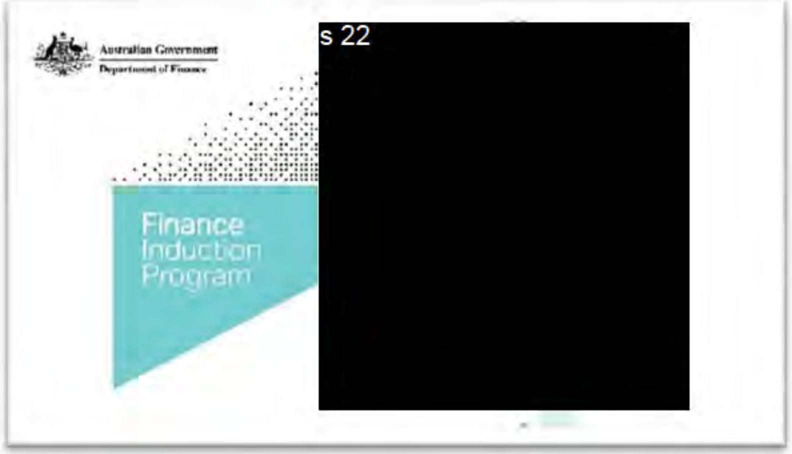
Our performance cycle provides you with 3 formal check in points to review and discuss your performance. These present an opportunity to discuss learning and development opportunities with your manager.

Learning at Finance

Learnhub

- Learnhub is Finance's learning management system.
- It provides you with easy access to learning in one, convenient place.
- You can log-in to Learnhub from the intranet home page to access learning resources, register for training programs and book into corporate events.
- You will need to complete 3 mandatory online learning programs (security, privacy and financial governance) each year via Learnhub.
- You can view your learning history and track completion of programs via your Learnhub profile.

Learning at Finance



Your graduate induction is one of a two part program.

Over the next 4-6 weeks you will need to complete the Finance induction program online.

A series of videos will provide you with additional information and resources to help with your start at Finance.

You will be sent an invitation to complete the online induction program via Learnhub.

Learning at Finance

Post – graduate program

- Study Assistance Program
  - Offers support to staff wanting to undertake **tertiary education** that is directly relevant to their role, as well as the department's business goals and strategic direction.
    - Financial assistance
    - Study leave

- Coaching
  - As per Coaching in Finance Policy, HR Branch may fund up to a maximum of three one-hour sessions per financial year for core skill development.
    - This can include preparing for interviews, career development or management coaching.

Australian Government
Department of Finance

Facilities and Office Services

s 22 [redacted]

Departmental Business Continuity and Emergency Management Coordinator

Facilities Management Team

Responsibilities

- OCA Carpark
- Storage of Bicycles
- Booking and use of Corporate Cars and use of Cabcharge
- Visitor parking
- Smoke free workplace
- Gymnasium
- Change room facilities
- Lockers
- Elevators, toilets and air conditioning
- Stationery and office supplies
- Beverage supplies
- Booking official travel
- Bookings for the Galambany Centre, Corporate Training Room and IT Training Room
- Emergency Management and Business Continuity (separate presentation).

OCA Carpark Intranet, Policy and ZipBy

- Details on OCA Parking are available on the Finance OCA Parking intranet page.
- Finance employees and contractors parking in the OCA Basement Carpark must familiarise themselves and comply with the:
  - *Carpark Conditions of Entry* at the top of the driveway to the OCA Carpark;
  - *OCA Carpark Policy*;
  - Registering on the OCA Carpark Motor Vehicle Register all vehicles parking in the OCA Carpark; and
  - Registering and being approved with ZipBy for the payment of car park fees. **NB. OCA parking is NOT free!**

Storage of bicycles

- Secure bike racks are available in the Bike Cage on OCA Basement Level 1.
  - Your Finance pass is required to access the:
    - OCA Carpark; and
    - The Bike Cage.
  - The Bike Cage has an electric bike re-charge area.
- Unsecure bike racks are also available outside OCA.
- Bicycles and scooters are not to be stored in office areas.
- For further information refer to the Bike Rack Access intranet site.

Booking and use of Corporate Cars

- There are two corporate cars available for use by Finance staff on departmental business.
- The corporate cars are parked in the OCA Carpark on Basement Level 1 opposite the Bicycle Cage.
- For further information and to book a corporate car, refer to the Finance Book a Car intranet site.

Cabcharge E-Ticket

- Taxi cab services can be used for trips whilst on official Departmental business.
- Taxis can be used with Cabcharge E-Tickets available from your Divisional and/or Branch Executive Assistant.

Visitor Parking

- The OCA Carpark has 11 visitors parking bays located on Basement Level 1;
- Visitor parking must be booked by a Finance employee in accordance with the Visitor Access Guidelines and information on the OCA Visitor Parking intranet site.

Smoke free workplace

- Finance is a smoke free workplace.
- A smoke free workplace means that:
  - smoking is not permitted in and around the workplace;
  - staff are not permitted to smoke during official work duties or during work time including breaks using 'flex'.
- Smokers' exclusion zones exist in all Finance tenancies, this includes:
  - smoking exclusion zones
  - all basements areas including car parks;
  - Finance vehicles;
  - areas near air-conditioners;
  - enclosed areas and areas near outdoor eateries.
- Staff should also consider any other requirements, for example ACT laws related to smoking.

Gymnasium

- The Finance gym is on Basement Level 1.
- Post COVID-19 lockdowns, the gym reopened on **26 October 2020** in a restricted capacity to registered gym users.
    - The gym is open with restricted hours and a maximum capacity of 12 people.
    - To use the gym, you need to book for each training session through the Online Booking Form to enable COVID-19 contact tracing.
- For further information refer to the Gym intranet site.

Change room facilities

- Change Rooms are located on OCA Basement Levels 1 and 2.
- The OCA Basement Level 1 segregated Change Room provides toilets, showers, basins and lockers.
- The OCA Basement Level 2 Change Room provides 4 change cubicles and lockers.
- Do not leave towels, clothes or other loose personal items unsecured in the Change Rooms – these items must be stored in lockers or they may be removed during periodic Change Room clean-ups.

Lockers

- Lockers are available on each OCA office level for storage of IT equipment and personal items.
    - Staff and contractors can request a floor locker by contacting Finance Divisional EAs.
- Secure lockers are located in the OCA basement.
    - Staff and contractors can request a basement locker by logging a job on the Self Service Portal.
    - Staff and contractors will be advised by email if a locker is available. If not, staff and contractors requiring a locker will added to a waiting list.
- For further information refer to the Lockers intranet site.

Elevators

- OCA North and South Towers each have two banks of 3 elevators.
- The North tower elevators connect Basement Level 3 to all levels up to Level 5.
- The South tower elevators connect Basement Level 2 to all levels up to Level 5.
- Each elevator is equipped with an emergency phone.
- For what to do if you are stuck in an elevator refer here.
- For all issues with elevators please:
  - Log a job on the Self Service Portal; and
  - Reported all urgent issues to Facilities and Office Services Section.

Toilets

- Each OCA office level has designated Male, Female and Unisex Accessible toilets located opposite the elevator lobbies.
- For all issues with the toilets (broken, blocked, overflowing, leaking, not clean, etc.) please:
  - Log a job on the Self Service Portal; and
  - Reported all urgent issues to Facilities and Office Services (x2000, option 6).

Air conditioning

- OCA is air conditioned.
- The OCA air conditioning is automatically controlled to provide heating and cooling set to 22.5^{0}C (+/- 1.5^{0}C).
- Temperatures in OCA can vary due to a variety of factors including direction of the sun, whether blinds are lowered to stop radiant heat entering the building, number of occupants in a particular location, etc.
- For all issues with the air conditioning please:
  - Log a job on the Self Service Portal; and
  - Reported all urgent issues to Facilities and Office Services (x2000, option 6).

Beverage supplies

- Finance provides tea, coffee, sugar, hot chocolate and milk supplies.
- Milk deliveries are each Thursday morning.
- If beverage supplies are low, please advise you Branch EA, who will place an order with Facilities and Office Services.

Stationery and office supplies

- The Divisional Eas are Authorised officers, who can purchase stationery through Complete Office Supplies Pty Ltd (COS) under the Whole of Australian Government (WoAG) Stationery and Office Supplies (SOS) panel arrangement (SOSII).
- For further information refer to the Stationery and office supplies intranet site.

Booking Official Travel

- Expense8 is the Department's expense management system used for:
  - Arranging, approving and acquitting travel; and
  - Managing expenses such as credit card payments, taxis and other reimbursements.
- Before you book travel, please review the relevant travel policy page:
  - Domestic travel policy; and
  - International travel policy.
- Finance's travel policies are outlined in Accountable Authority Instructions 2.6: Official Travel, and Operation Guidance 2.6.
- For further information refer to the Travel intranet site.

Bookings for the Galambany Conference Centre, Corporate Training Room and IT Training Room

- The Galambany Conference Centre is a modern and dynamic space at OCA.
- The flexibility of the Galambany Conference Centre allows for the configuration of smaller rooms for meetings.
- The Concierge manage the Galambany Centre, Corporate Training Room and IT Training Room and can advise you on availability and the best room and seating configuration to meet the needs of your proposed conference or training.
- To make a booking complete the Online Booking Form.
- Inquiries should be directed s 22 [redacted] or s 22 [redacted].

Additional information.

1. A great source of information is the Intranet.
2. The link to the Self Service Portal is on the HOME page of the Intranet.
3. The number x2000 goes to the Service Centre and has six options (including Facilities and Office Services, which includes travel).
4. Branch and Division EA's hold a wealth of knowledge and information, to assist or direct you for any issues and concerns.

FOI 22/46 - Document 02b

Australian Government
Department of Finance

Activity – Letter to myself

What do you want to achieve in your grad year?

How do you want to make an impact?

How do I want to be remembered?

How do you want your team members to describe you when you finish this rotation?

How can you use the graduate experience to learn about yourself?

Support available at Finance and Professional Conduct

Entry Level Program Team

- There are many ways of seeking support in the Department of Finance. Some of these include:
- Your supervisor
- HR Assist – HR Assist act as the front door to HR Branch and assist staff with a wide range of queries relating to recruitment, pay and conditions, learning and development, well-being and work health and safety as well as performance and conduct.
- IT Self-Service – You can log jobs online through using the IT self-service.
- Employee Assistance Program - The **EAP** provides a short-term confidential counselling service that can assist you with any personal or work related problems. Our EAP provider is PeopleSense and information will be provided to you about how you can get in contact with EAP if you need.
- Your buddy and colleagues
- Mental Health Advisors - The Department introduced **Mental Health Advisers**, specifically trained to recognise the early warning signs of mental health concerns and provide practical intervention and support options to staff.
- Networks – Further information about how you can access these will be provided to you.

Professional Conduct

- Honesty
- Respect
- Meetings
- Communication
- Time Management
- Integrity
- Safety
- Corporate Engagement
- Dress
- Accountability
- Teamwork
- Commitment

s 22 [redacted]

2022 Graduate Induction – AGENDA

Australian Government | AGGP Australian Government Graduate Program

Activity	Topic	Link	Time	Presenter
Welcome / Introduction	Run through of the format of the Induction General housekeeping	Click here to join the meeting	8:45am-9:00am	ELP Team
Keynote Address	Welcome and Introduction to the Department of Finance and the GDP	**Please click above link**	Day 1 9:00am – 9:30am	**Rosemary Huxtable**, Secretary
Formal Introductions and Icebreaker activities	Formal Introduction to the ELP Team Ice breaker activities	Click here to join the meeting	Day 1 9:30am – 10:00am	ELP Team
Emergency Management Procedures	Overview of Departmental procedures and protocols	Click here to join the meeting	Day 1 10:00am – 10:30am	s 22 [redacted], Departmental Business Continuity and Emergency Management Co-ordinator, Facilities Management Team
Break	Morning tea		Day 1 10:30am – 10:45am	Cohort
Security Training	Security Awareness Training Personal/physical, ICT, fraud	Click here to join the meeting	Day 1 10:45am – 11:45am	s 22 [redacted], Agency Security Advisors , Security Team
Panel Discussion with 2021 Graduate Cohort	Welcome to Canberra and what to expect as a graduate at Finance.	Click here to join the meeting	Day 1 11:45am – 12:15pm	**2021 Graduates** - s 22 [redacted]
Lunch	Lunch		Day 1 12:15pm – 1:00pm	Cohort
Program Overview	ELP Team to provide high level overview of GDP Program Include: structure, L&D, key contacts, rotations etc.	Click here to join the meeting	Day 1 1:00pm – 2:00pm	ELP Team

2022 Graduate Induction – AGENDA

Australian Government

AGGP Australian Government Graduate Program

Meet and Greet your Deputy Secretaries	Introduction on the work of each Division followed by Q&A	Click here to join the meeting	Day 1 2:00pm – 2:45pm	Tracey Carroll, Dep Sec, GARM Nathan Williamson, Dep Sec, CGS Clare Walsh, Dep Sec, BES Anna Harmer, FAS, BFR (representing Catherine Patterson)
Break	Afternoon Tea		Day 1 2:45pm – 3:00pm	Cohort
Employee Relations	Introduction and overview on WHS, flexible working, APS values and Code of Conduct	Click here to join the meeting	Day 1 3:00pm – 3:30pm	s 22 [redacted], Assistant Director, Employee Relations Team
END OF DAY 1				
Welcome – Day 2	Welcome to day 2 and Recap of Day 1 Learnings and key takeaway messages	Click here to join the meeting	Day 2 9:00am – 9:15am	ELP Team
L&D	Learning at Finance	Click here to join the meeting	Day 2 9:15am – 9:45am	s 22 [redacted], Assistant Director, Learning and Development Team
Privacy Training	Privacy Overview	Click here to join the meeting	Day 2 9:45am – 10:15am	s 22 [redacted], Legal Officers, Privacy Team
Diversity	Enriching your Experience @ Finance Diversity Initiatives + Groups/Committees	Click here to join the meeting	Day 2 10:15am – 10:45am	s 22 [redacted], Indigenous Liaison Officer and Diversity Team Leader Officers, Diversity team
Break	Morning Tea		10:45am – 11:00am	Cohort
Covid-19 Session	COVID Safe practices and WFH during the pandemic.	Click here to join the meeting	Day 2 11:00am – 11:30am	s 22 [redacted], Departmental Business Continuity and Emergency Management Co-Ordinator, Facilities management team

Activity	*Letter to Myself* Cohort to write a letter to themselves on what they expect to get out of the program and their goals – to read again at GDP completion ceremony	Click here to join the meeting	Day 2 11:30-12:00am	Cohort
Support	Support available at Finance	Click here to join the meeting	Day 2 12:00pm – 12:30pm	ELP
END OF DAY 2 Graduates rostered to collect Finance IT equipment and pass to proceed to OCA				

Graduate Induction 2022- Meet the Deputies

Budget and Financial Reporting Group

Intro

- here on behalf of Cath Patterson, Deputy Secretary Budget and Financial Reporting Group
- start of grad program a very exciting time – I still remember my first Deputy intro, more decades ago than is polite to mention; he focussed on the pride in the organisation, and although I have moved since, it's something that I have felt and hope you feel in APS

What we do

- BFR provides policy and financial advice to the Minister for Finance, senior ministers, Cabinet and its committees:
  - our work revolves around preparing, delivering and managing the Australian Government Budget and financial updates (MYEFO and PEFO) and related policy advice (not just the $)
  - includes advising and working with agencies on budget related processes and timeframes, as well as advising Government
  - right now we are leading into an early Budget, so BFR a hive of activity

How we do it

- BFR spread across 4 divisions - Government and Defence Division, Social Policy Division, Industry, Education and Infrastructure Division and Budget Policy and Coordination Division.

Government and Defence, Social Policy and Industry, Education and Infrastructure Divisions

- each of these divisions work closely with portfolio agencies in teams called Agency Advice Units. These units provide policy and financial advice to government on matters they are responsible to.
  - IEID – policy and financial advice to Government in the areas of education, training, child care, employment, the environment, energy, resources, industry, innovation, science, agriculture and regional development
  - SPD – social security and welfare payments, health, disability services including the NDIS, housing, community services, Indigenous affairs, aged care, veterans' affairs, and government service delivery
  - GDD – strategic defence policy and acquisitions, intelligence issues, security, law and justice, foreign affairs, trade and overseas development assistance, immigration and border protection, parliamentary and centrals

- broadly, provide:
  - policy advice (merits and options of proposals) – we're looking to provide information to help achieve good policy outcomes
  - costing – test and validate assumptions, test cost-effectiveness; review estimates
  - GDD – extra role in assuring costs and financial risks of Defence capability proposals under Defence's $270 billion dollar Integrated Investment Program

Budget Policy and Coordination Division

- as the name suggests – policy and coordination across the whole of the Budget: they keep an eye on the bigger picture, and also make stuff happen
- *bigger picture*
    - look at whole Budget, and provide analysis and advice on budget trends
    - monitor economic trends, provide advice on the Government's fiscal strategy and undertake complex analysis

- *making things happen:*
    - work closely with AAUs, Ministers and central agencies to provide advice to Government
    - central point for processes like updating budget estimates across the Commonwealth Government
    - employing statistical techniques eg. microsimulation models, to support Government decision making

Day to day

- working with BFR, other parts of Finance, with agencies – both policy and financial, supporting exec, supporting our Minister
- loads of different skills – economics, accounting, law, science, international relations; loads of different contexts to apply them in
- briefing, analysis, problem solving – general budget fun

- will have had a hand in advising on most major initiatives – think of the initiatives mentioned in PM's address, such as investing in commercialisation of university research
- while some things are led by relevant subject matter teams, there's a lot of working together, to ensure we provide advice that take into account whole of government objectives – think packages, such as Women's Initiatives

- COVID is probably an extreme case, but response has been assisted by every part of BFR:
    - health response – telehealth, vaccines, support to vulnerable groups
    - childcare sector – keeping it viable with no children in care
    - vaccine manufacturing
    - pandemic leave and business payments
    - Fair Entitlement Guarantee – to meet employee entitlements for business failure
    - Defence operational support
    - countless variations to estimates, as everything that normally held true about assumptions that impact payments changed dramatically

<u>Outline</u>

- Involve audience – pop quiz at start, to name types of personal information
    - What does it mean for you? Can we do a short breakdown of the types of personal information that they may handle in their teams? Broken down by group?
    - Why is privacy important?
- (missing in previous notes – where to find more information about Finance's departmental processes/policies)
- Finance departmental resources:
    - Finance privacy policy + PIA register
    - Privacy Management Plan
    - Templates:
        - Privacy Impact Assessments (threshold)
        - Data Breach process
- Key people and contacts in the department:
    - Privacy Champion
    - Privacy team sits within Legal and Assurance Branch

To consider:

- Briefly plug PAW
- Annual privacy quiz – July each year?

Both presenting

([redacted] - monitor chat)

Slide 1 – introduction

Welcome to Finance!

In our 30 minutes today, we will be introducing you to the privacy legislative and regulatory framework and why privacy is something you should be thinking about in your jobs.

Our session today will be fairly interactive, so please use chat function or the raising hand function.

Slide 2 - Pop quiz

[after playing the OAIC video]

Everyday everyone comes into contact with personal information, and you have maybe even handled personal information at a previous workplace. Let's have a bit of a brainstorm about what types of information may be considered 'personal information'.

Types may include:

- Full names
- Email addresses
- Phone numbers
- Date of birth
- Job title
- Photos
- IP addresses
- Religious beliefs
- Vaccination status
- Location information from a GPS/mobile device
- Bank details
- Biometrics (finger print, facial recognition)

[redacted] presenting

Slide 3 - Legislative and Regulatory Framework

As with most things you will do in your jobs, there is an overarching legislative framework under which actions involving privacy are regulated. As you will be working for the Australian Government, that relevant framework is the Commonwealth privacy laws, which is predominantly made up of the Privacy Act (which includes the APPs in Schedule 1 to the Act) and the Australian Government Agencies Privacy Code.

Other jurisdictions have their own privacy laws.

- Privacy Act 1988 (Cth) (Privacy Act)

The Privacy Act was introduced to promote and protect the privacy of individuals and to regulate how Australian Government agencies and organisations with an annual turnover of more than $3 million handle personal information.

- Schedule 1 - Australian Privacy Principles (APPs)

The specific obligations that Finance is to meet are contained in the Australian Privacy Principles or APPs which are in Schedule 1 to the Privacy Act. We will be going through some of the more relevant ones today.

- Office of the Australian Information Commissioner (OAIC)

The Office of the Australian Information Commissioner is the oversight body of information law in Australia, so it regulates privacy and freedom of information (FOI). OAIC has powers to investigate privacy complaints and award compensation to individuals if their information has been handled improperly.

- Australian Government Agencies Privacy Code

This is the reason we are here today – under the Code, privacy training is mandatory for new starters to the department. There are other requirements under the Code which we won't go into detail today.

[redacted] presenting

Slide 4 - APPs are principles-based law

The APPs are principles-based law, rather than being prescriptive obligations. This gives agencies the ability to apply the principles in a fit for purpose way and recognises that Finance handles personal information of a different nature and volume to say, Services Australia (Centrelink) and Home Affairs.

It can be difficult for those unfamiliar with privacy law to understand exactly what is required of them – and the privacy team (us!) is here to help you understand your obligations.

There are 13 APPS and they govern standards, rights and obligations around the lifecycle of personal information:

- the collection, use and disclosure of personal information

- an organisation or agency's governance and accountability

- integrity and correction of personal information

- the rights of individuals to access their personal information

For those who are more visual learners – that image on the right gives you an idea of the parts of the lifecycle. Parts are not linear.

Slide 5 - The Privacy Act defines 'personal information' as:

The term 'personal information' has a specific definition in the Privacy Act. It is defined as:

'Information or an opinion about an identified individual, or an individual who is reasonably identifiable:

a. whether the information or opinion is true or not; and
b. whether the information or opinion is recorded in material form or not'

It actually includes a broad range of information, or an opinion, that could identify an individual. What is personal information will vary, depending on whether a person can be identified or is reasonably identifiable in the circumstances.

Generally, a work email address alone is your personal information – certainly a Finance work email address which takes the format of first name.last name@ finance.gov.au. But then if we take an email a teenager may have crafted, such as iloveharrypotter@hotmail.com, in isolation it is not personal information.

Another example is an IP address. In isolation, it may not seem like personal information, but once put together with other information, such as a work email address, makes an individual reasonably identifiable.

[redacted] s 22 **presenting**

Slide 6 - How the Privacy Act applies to YOU as a Graduate / Career Starter

Regardless of how much personal information you handle in your day-to-day work, you are required to handle personal information within the requirements of the Privacy Act, which means:

- Understanding how to Finance **collects, uses, discloses and secures personal information** in line with the APPs;
- Understanding when a **Privacy Impact Assessment** (PIA) is required; and
- Understanding what to do, and who to tell, if there is a **suspected data breach**.

Under the Code, we are required to provide appropriate privacy training in staff induction programs, and annually to all staff who access personal information in their roles. So not only is this training mandatory under the Code, you may also be required to undertake annual privacy refresher training. Our team provides an annual quiz-style training on Learn HUB which fulfils this requirement.

[redacted] s 22 **presenting**

Slide 7 - Collection

So if we think back to that diagram of the lifecycle of personal information, one of those parts is 'collection'.

For those of you interested in the law, APPs 3-5 deal with requirements relating to the collection of personal information. Collection may be solicited or unsolicited, and there are requirements around information that must be given at the time of collection.

Where is it solicited, Finance must only collect personal information which is reasonably necessary for one or more of the entity's functions or activities.

Determining whether a particular collection of personal information is permitted involves a two-step process:

- Identifying Finance's functions and activities
- Determining whether a particular collection of personal information is reasonably necessary, or directly related to one of those functions or activities

Slide 8 - Q1 To encourage physical activity, the department gives staff an annual 'health and wellbeing' allowance of up to $100. At the end of the year, the department conducts a survey in relation to the allowance.

Oscar is in charge of the survey this year. He is thinking of including some questions relating to what transport staff use to get to work, as the department is considering offering shuttle buses from various hubs around the city. Would it be appropriate to include this additional question in the survey?

a) No. The collection is not reasonably necessary for, or directly related to the department's activities.
b) Yes. The collection is not personal information.
c) Yes. It would be less intrusive and more convenient for the department to collect this information now, rather than having to separately ask for it later.

Slide 9 - ANSWER: (a) No. The collection is not reasonably necessary for, or directly related to the department's activities.

So this question illustrates a few concepts we'd like you to understand:

- Firstly, the mode of transport you use is personal information about you, so privacy laws operate to protect this kind of information as well.
- Secondly, personal information can only be collected for an actual function of the department - peremptory collection or collection out of curiosity is not permitted. People sometimes wonder if this requirement can be worked around by making the question optional or getting consent to collect the information, however collection is an area where consent by the individual doesn't override usual practices.

s 22 **presenting**

Slide 10 - Use and disclosure of personal information

Finance may only use or disclose personal information for a purpose for which it was collected this is known as the 'primary purpose' or for a secondary purpose if an exception applies. The most common exceptions include:

- Where the individual has consented to a secondary use or disclosure,
- Where the individual would reasonably expect Finance to use or disclose their personal information for the secondary purpose, and that purpose is related to the primary purpose of collection
- Where the secondary use or disclosure is required or authorised by an Australian law or court order
- Or where Finance believes that the secondary use or disclosure is reasonably necessary for one or more enforcement related activities conducted for example investigating fraud

Slide 11 - Q2 Steven has written to his local MP, who happens to be the Finance Minister. Steven made a claim with a government agency under the Compensation for Detriment caused by Defective Administration Scheme. He is unhappy with the way the agency has been handling his claim, and wants the Minister to 'do something about it'. You have been asked to prepare a response on behalf of the Minister. Can you discuss the substance of Steven's complaint with the other agency?

(a) Yes. Steven would reasonably expect his personal information to be disclosed to the other agency.
(b) Yes, but only after first contacting Steven to obtain his express consent to the disclosure.
(c) Yes, but only if the department does so in a way that does not identify Steven or enable him to be reasonably identifiable.

Slide 12 - ANSWER: (A) Yes. Steven would reasonably expect his personal information to be disclosed to the other agency.

The department could disclose personal information about Steven under APP 6.2(a) on the basis that:

- the department collected the personal information for the purpose of preparing a response on behalf of the Minister to Steven's complaint;
- disclosing personal information about Steven to find out information relevant to the complaint, is directly relevant to preparing the response; and
- in the circumstances, Steven would reasonably expect his personal information to be disclosed to the other agency for the purposes of responding to his complaint.

However, if the complaint was about a process within the Department of Finance, Steven may not reasonably expect that his personal information would be disclosed to an outside agency to prepare a response to the query. This shows how different circumstances affect what people will reasonably expect will happen to their personal information.

s 22 **presenting**

Slide 13 - Security of personal information

Finance must take reasonable steps to protect personal information it holds from misuse, interference and loss, as well as unauthorised access, modification or disclosure.

'Unauthorised access' of personal information occurs when personal information that Finance holds is accessed by someone who is not permitted to do so.

'Unauthorised disclosure' occurs when Finance:

- makes personal information accessible or visible to others outside the entity, and
- releases that information from its effective control

Slide 14 - Q 3 Emily recently joined the department and is responsible for processing claims made by parliamentarians. During lunch Emily reads an article about a parliamentarian's trip to Hamilton Island. Intrigued, she decides to look up the records relating to this trip when she's back at her desk.

Should Emily access these records?

- Yes
- No

Slide 15 - ANSWER: No, Emily should not access these records.

Accessing these records would be considered unauthorised access to personal information under APP 11, and this incident would be required to be run through Finance's data (privacy) breach response process.

Just because an employee has the ability to access a large range of personal information, does not mean they are authorised to view this information. Employees should only access personal information that is required to perform their duties. This is called the "need-to-know" basis, and it's a term you will hear regularly in your work.

s 22 [redacted] **presenting**

Slide 16 - Data (Privacy) Breaches

As you can imagine, unauthorised disclosures or access can occur in a huge range of ways.

Examples include accidental disclosures such as where an email or letter is sent to the wrong address, including where you aren't aware if the unintended recipient opened it. Unauthorised disclosure can also occur when someone has the wrong access in various systems, which allows them to view the personal information of people in a way that is not required in their work.

So why does Finance have a data breach response plan? Just like with any sort of emergency, you want to know what steps to take if something happens. Finance's data breach response plan:

- sets out the process and clear lines of responsibility for Finance staff in relation to data breaches or suspected data breaches, and
- is intended to enable Finance to identify, assess and respond to data breaches in a timely manner.

There is no single way of responding to a data breach. Data breaches must be dealt with on a case-by-case basis by undertaking an assessment of the risks involved, and using that risk assessment to decide the appropriate course of action.

Slide 17 - What to do in the case of a data (privacy) breach

It is probable that you may be involved in a data (privacy) breach, because as we mentioned on the previous slide, it could be something as simple as sending an email addressed to a wrong person. So what do you do if this happens?

There are five key steps in Finance's data (privacy) breach response plan when responding to an actual or suspected data breach.

1. Identify the breach;
2. Undertake immediate action (containment);
3. Evaluate the risks associated with the breach;
4. Consider whether notification is required; and
5. Debrief.

The Privacy team can help you from Step 2 onwards. If it happens, don't hide it, we're here to help. We just need you to be able to identify that a breach has occurred – that might also mean speaking up if you have noticed that a team member has done a breach and they have not identified it.

Requesting recipient to delete permanently and receive written confirmation of the deletion

Taking part of a website offline

Locking down part of a system

Notify their director or supervisor, who can then notify the Privacy team

Slide 18 - Q4 Jordan is sending an RSVP email for his team to attend a training session within the department. He accidentally sends the email to another contact in his list, a client from another Commonwealth agency. Jordan should...

(a) Do nothing. The email only contained his team's name which are available on LinkedIn anyway
(b) Attempt to recall the email
(c) Attempt to recall the email, notify the Privacy Team to consider what further steps should be taken to contain and respond to the breach

Slide 19 - ANSWER: (C) Attempt to recall the email, and notify the Privacy Team to consider what further steps should be taken to contain and respond to the breach.

Even though the information is publicly available on LinkedIn, Finance is not authorised to disclose this personal information – just because information is in the public domain, doesn't mean it is not personal information.

Tips for avoiding a human-error data (privacy) breach:

- Take off autofill addresses on email; or
- Double check addressees before you send
- Encourage avoidance of human error by copy and pasting email addresses from databases

[The second largest source of notifiable data breaches between January and June 2021 was **human error**. The top cause of human error breaches (40%) is PI being email to the wrong recipient – most recently published OAIC NDB Report.]

Slide 20 - Notifiable Data Breach Scheme

The NDB scheme requires regulated entities, including Finance, to notify particular individuals and the Commissioner about 'eligible data breaches'. Relates to breaches on the more serious end.

A data breach is eligible if it is likely to result in serious harm to any of the individuals to whom the information relates.

Serious harm is not defined in the Privacy Act. This means Finance needs to consider the likelihood of harm on a case-by-case basis for each breach. We consider affected individual's personal safety, financial security, psychological wellbeing and reputation when determining whether serious harm is likely.

Finance has only had one notifiable data breach since the introduction of the scheme in 2018. This shows the relatively high bar required for a breach to be an eligible data breach.

Again, the Privacy team is here to help, and there are other departmental processes in place if something like this does occur.

s 22 [redacted] presenting

Slide 21 - Privacy Impact Assessments (PIAs)

A PIA identifies and assists Finance to assess the impact a project might have on the privacy of individuals and provides recommendations on how to reduce or mitigate those risks.

Finance is required under the Privacy Act to undertake a written PIA for all 'high risk' projects or initiatives that involve personal information.

Not every project will need a PIA, but projects that involve collection of new personal information, or change the way Finance handles the personal information it already holds, will require a **Threshold Assessment** to assess whether a PIA is necessary.

If your project involves or will involve personal information, you should be thinking about privacy and whether a threshold assessment is required throughout the entire process.

Privacy should not be a final step or a tick-box, because it is important that any privacy issues are considered as part of the design-process. The OAIC has coined this privacy-by-design and it has been an important theme of previous Privacy Awareness Weeks held by the OAIC.

Slide 22 - Finance departmental resources and procedures

Finance has a range of Privacy resources and procedures and it is important that you know how to locate these for use in your work.

First stop for everything 'Privacy' is our intranet page.

Slide 23 - How the Privacy Act applies to YOU as a Graduate / Career Starter

Regardless of how much personal information you handle in your day-to-day work, you are required to handle personal information within the requirements of the Privacy Act, which means:

- Understanding how to Finance **collects, uses, discloses and secures personal information** in line with the APPs;
- Understanding when a **Privacy Impact Assessment** (PIA) is required; and
- Understanding what to do, and who to tell, if there is a **suspected data breach**.

Under the Code, we are required to provide appropriate privacy training in staff induction programs, and annually to all staff who access personal information in their roles. So not only is this training mandatory under the Code, you may also be required to undertake annual privacy refresher training.

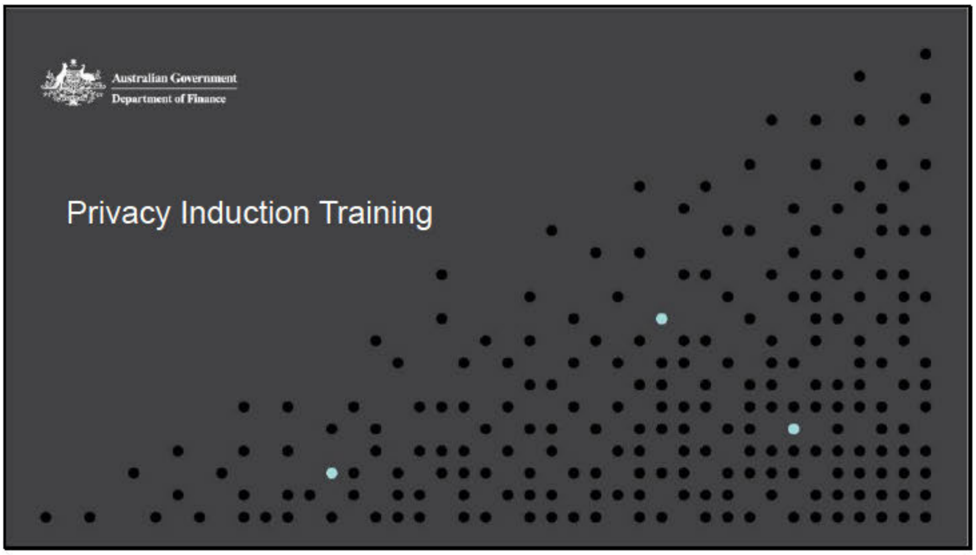
Our team provides an annual quiz-style training on Learn HUB which fulfils this requirement.

Slide 24 - Privacy contacts at Finance

Briefly plug PAW 2022 – Monday, 2 May to Sunday, 8 May

Theme to be announced

Slide 1



Introduction

Slide 2

[after playing the OAIC video]
Everyday everyone comes into contact with personal information, and you have maybe even handled personal information at a previous workplace. Let's have a bit of a brainstorm about what types of information may be considered 'personal information'.

Types may include:

Slide 3

Legislative and Regulatory Framework

Privacy Act 1988 (Cth) (Privacy Act)

Schedule 1 to the Privacy Act - Australian Privacy Principles (APPs)

Australian Government Agencies Privacy Code

Office of the Australian Information Commissioner (OAIC)

Slide 4

APPs are principles-based law

The APPs are structured to reflect the personal information lifecycle. They are grouped into five parts:

Part 1 — Consideration of personal information privacy

Part 2 — Collection of personal information

Part 3 — Dealing with personal information

Part 4 — Integrity of personal information

Part 5 — Access to, and correction of, personal information

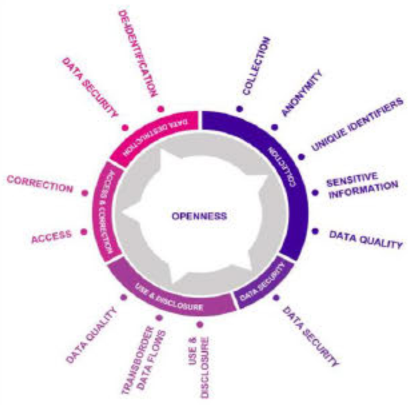


Image from Office of the V ctorian Information Commiss oner

Slide 5

The Privacy Act defines 'personal information' as:

'Information or an opinion about an identified individual, or an individual who is reasonably identifiable:

a. whether the information or opinion is true or not; and
b. whether the information or opinion is recorded in material form or not'

Examples: Work email address, Signature, Internet (IP) address, union membership, religious beliefs

The Privacy Team has prepared a guide to help staff identify what may or may not be personal information, which is available on the intranet.

Slide 6

How the Privacy Act applies to YOU as a Graduate / Career Starter

You are required to handle personal information in your role as a Graduate / Career Starter within the requirements of the Privacy Act, which means:

- Understanding how Finance **collects, uses, discloses and secures personal information** in line with the APPs;
- Understanding when a **Threshold Assessment** for a new project may be required and when a **Privacy Impact Assessment** (PIA) may be required; and
- Understanding what to do, and who to tell, if there is a **suspected data breach** in your work area.

Slide 7

Collection

Can be solicited or unsolicited

Where it is solicited, Finance must only collect personal information which is **reasonably necessary** for one or more of the **entity's functions or activities**.

Determining whether a particular collection of personal information is permitted involves a **two step process**:

- Identifying Finance's functions and activities; and
- Determining whether a particular collection of personal information is reasonably necessary, or directly related to one of those functions or activities

Slide 8

QUESTION 1 – Collection of Personal Information

To encourage physical activity, the department gives staff an annual 'health and wellbeing' allowance of up to $100. At the end of the year, the department conducts a survey in relation to the allowance.

Oscar is in charge of the survey this year. He is thinking of including some questions relating to what transport staff use to get to work, as the department is considering offering shuttle buses from various hubs around the city. Would it be appropriate to include these additional questions in the survey?

A) No. The collection is not reasonably necessary for, or directly related to, the department's activities

B) Yes. The collection is not personal information

C) Yes. It would be less intrusive and more convenient for the department to collect this information now, rather than having to separately ask for it later

Slide 9

(A) No. The collection is not reasonably necessary for, or directly related to, the department's activities.

A collection of personal information will not be "reasonably necessary" if it is not required for an existing or planned function or activity, but is simply being obtained "just in case" it might be useful or become needed in the future.

Slide 10

Use and disclosure of personal information

Finance may only use or disclose personal information for a purpose for which it was collected (known as the 'primary purpose'), or for a secondary purpose if an exception applies.

Most common exceptions include where:

- The individual has **consented** to a secondary use or disclosure;
- There is a **reasonable expectation** that personal information will be used or disclosed for the secondary purpose;
- The use or disclosure is **required or authorised by law**; or
- The use or disclosure is for **enforcement related activities conducted by an enforcement body**

Slide 11

QUESTION 2 – Disclosure of Personal Information

Steven has written to his local MP, who happens to be the Finance Minister. Steven made a claim with the government agency under the Compensation for Detriment caused by Defective Administration Scheme. He is unhappy with the way the agency has been handling his claim, and wants the Minister to 'do something about it'. You have been asked to prepare a response on behalf of the Minister. Can you discuss the substance of Steven's complaint with the other agency?

A) Yes. Steven would reasonably expect his personal information to be disclosed to the other agency

B) Yes, but only after first contacting Steven to obtain his express consent to the disclosure.

C) Yes, but only if the department does so in a way that does not identify Steven or enable him to be reasonably identifiable.

Slide 12

(A) Yes. Steven would reasonably expect his personal information to be disclosed to the other agency.

The department could disclose personal information about Steven under APP 6.2(a) to the other agency on the basis that:

- the department collected the personal information for the purpose of preparing a response on behalf of the Minister to Steven's complaint;
- disclosing personal information about Steven to find out information relevant to the complaint, is directly relevant to preparing the response; and
- in the circumstances, Steven would reasonably expect his personal information to be disclosed to the other agency for the purposes of responding to his complaint.

Slide 13

Security of personal information

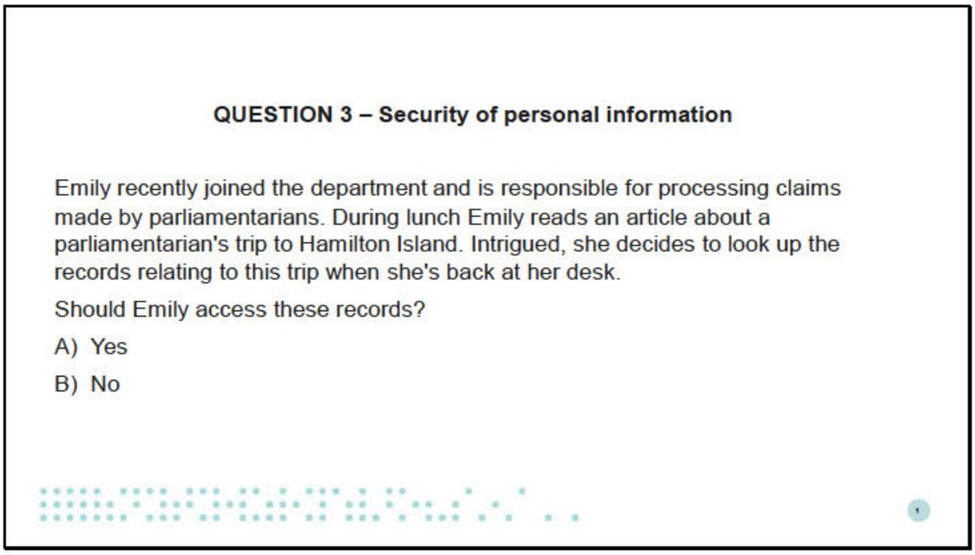
Finance must take reasonable steps to protect personal information it holds from misuse, interference and loss, as well as unauthorised access, modification or disclosure.

'Unauthorised access' of personal information occurs when personal information that Finance holds is accessed by someone who is not permitted to do so.

'Unauthorised disclosure' occurs when Finance:

- makes personal information accessible or visible to others outside the entity, and
- releases that information from its effective control

Slide 14


QUESTION 3 – Security of personal information
Emily recently joined the department and is responsible for processing claims made by parliamentarians. During lunch Emily reads an article about a parliamentarian's trip to Hamilton Island. Intrigued, she decides to look up the records relating to this trip when she's back at her desk.
Should Emily access these records?
A) Yes
B) No

Slide 15

Answer: B) No. Emily should not access these records.

Accessing these records would be considered unauthorised access to personal information under APP 11, and this incident would be required to be run through Finance's data (privacy) breach response process.

Slide 16

Data (Privacy) Breach Response Plan

Finance's data breach response plan:

- sets out the process and clear lines of responsibility for Finance staff in relation to data breaches or suspected data breaches, and
- is intended to enable Finance to identify, assess and respond to data breaches in a timely manner.

There is no single way of responding to a data breach. Data breaches must be dealt with on a **case-by-case basis** by undertaking an assessment of the risks involved, and using that **risk assessment** to decide the appropriate course of action.

Slide 17

What to do in the case of a data (privacy) breach

There are five key steps in the data (privacy) breach response plan when responding to an actual or suspected data breach.

1. Identify the breach;
2. Undertake immediate action (containment);
3. Evaluate the risks associated with the breach;
4. Consider whether notification is required; and
5. Debrief.

The Privacy team are here to help!

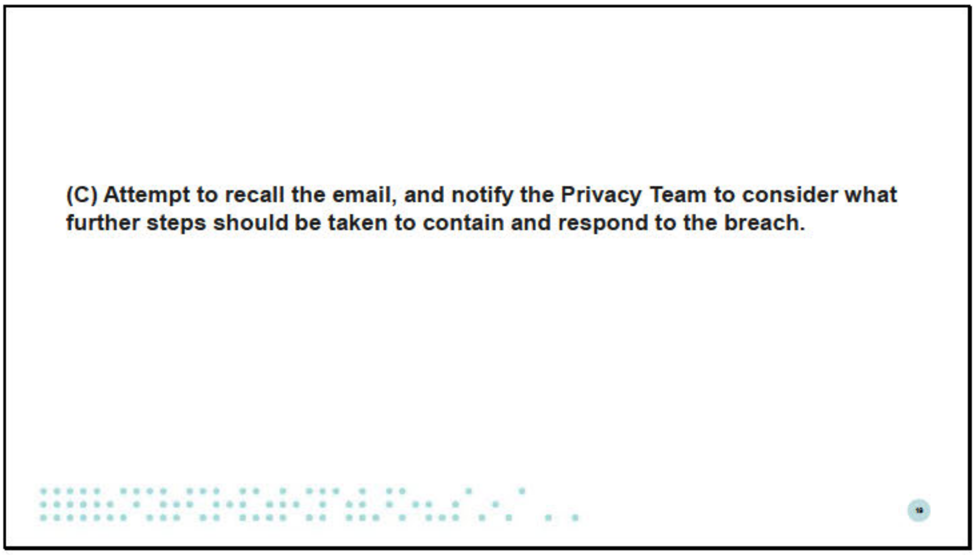
Slide 18

QUESTION 4 – Containment of breach

Jordan is sending an RSVP email for his team to attend a training session within the department. He accidentally sends the email to another contact in his list, a client from another Commonwealth agency. Jordan should...

a) Do nothing. The email only contained his team's name which are available on LinkedIn anyway
b) Attempt to recall the email
c) Attempt to recall the email, notify the Privacy Team to consider what further steps should be taken to contain and respond to the breach

Slide 19



- Take off autofill addresses on email; or
- Double check addressees before you send
- Encourage avoidance of human error by copy and pasting email addresses from databases

Slide 20

Notifiable Data Breach (NDB) Scheme

The NDB scheme requires regulated entities, including Finance, to notify particular individuals and the Commissioner about ‘eligible data breaches’.

A data breach is eligible if it is **likely to result in serious harm** to any of the individuals to whom the information relates.

Serious harm is not defined in the Privacy Act.

Considerations include: affected individual’s personal safety, financial security, psychological wellbeing and reputation

Slide 21

Privacy Impact Assessments (PIAs)

A PIA identifies and assists Finance to assess the impact a project might have on the privacy of individuals and provides recommendations on how to reduce or mitigate those risks.

Finance is required under the Privacy Act to undertake a written PIA for all 'high risk' projects or initiatives that involve personal information.

Not every project will need a PIA, but projects that involve collection of new personal information, or change the way Finance handles the personal information it already holds, will require a **Threshold Assessment** to assess whether a PIA is necessary.

21

If your project involves or will involve personal information, you should be thinking about privacy and whether a threshold assessment is required throughout the entire process. If your team has not thought about privacy, ask the question – should we get the Privacy team involved? Privacy should not be a final step or a tick-box, because it is important that any privacy issues are considered as part of the design-process.

Slide 22

Finance departmental resources and procedures

- 'Privacy' Intranet page – **The Go-To page**
- Finance Privacy Policy (available at www.finance.gov.au)
- Data (Privacy) Breach Response Plan Process (available on **Finance intranet**)
- Templates:
  - Privacy Impact Threshold Assessment Template (available on **Finance intranet**)
- Register of completed Privacy Impact Assessments (available at www.finance.gov.au)
- Privacy Management Plan

Slide 23

How the Privacy Act applies to YOU as a Graduate / Career Starter

You are required to handle personal information in your role as a Graduate / Career Starter within the requirements of the Privacy Act, which means:

- Understanding how Finance **collects, uses, discloses and secures personal information** in line with the APPs;
- Understanding when a **Threshold Assessment** for a new project may be required and when a **Privacy Impact Assessment** (PIA) may be required; and
- Understanding what to do, and who to tell, if there is a **suspected data breach** in your work area.

Slide 24

[redacted]

Privacy at Finance – Key Contacts at Finance

Privacy Team - **privacy@finance.gov.au** (sits within Legal & Assurance Branch)

Privacy Contact Officer – [redacted] (Senior Legal Officer)

Privacy Officer – [redacted] (Legal Officer)

Privacy Champion – **Clare Walsh** (Deputy Secretary, BES)

Questions, observations?
Thank you.

Australian Government
Department of Finance

Induction Program

Facilities and Office Services Team

February 2022

Responsibilities

- OCA Carpark
- Storage of Bicycles
- Booking and use of Corporate Cars and use of Cabcharge
- Visitor parking
- Smoke free workplace
- Gymnasium
- Change room facilities
- Lockers
- Elevators, toilets and air conditioning
- Stationery and office supplies
- Beverage supplies
- Booking official travel
- Bookings for the Galambany Centre, Corporate Training Room and IT Training Room [redacted]
- [redacted] Business Continuity (separate presentation).

OCA Carpark Intranet, Policy and ZipBy

- Details on OCA Parking are available on the Finance OCA Parking intranet page.
- Finance employees and contractors parking in the OCA Basement Carpark must familiarise themselves and comply with the:
    - *Carpark Conditions of Entry* at the top of the driveway to the OCA Carpark;
    - *OCA Carpark Policy*;
    - Registering on the OCA Carpark Motor Vehicle Register all vehicles parking in the OCA Carpark; and
    - Registering and being approved with ZipBy for the payment of car park fees. [redacted] **NB. OCA parking is NOT free!**

[redacted]

Storage of bicycles

- Secure bike racks are available in the Bike Cage on OCA Basement Level 1.
  - Your Finance pass is required to access the:
    - OCA Carpark; and
    - The Bike Cage.
  - The Bike Cage has an electric bike re-charge area.
- Unsecure bike racks are also available outside OCA.
- Bicycles and scooters are not to be stored in office areas.
- For further information refer to the Bike Rack Access intranet site.

[redacted]

[redacted]

Booking and use of Corporate Cars

- There are two corporate cars available for use by Finance staff on departmental business.
- The corporate cars are parked in the OCA Carpark on Basement Level 1 opposite the Bicycle Cage.
- For further information and to book a corporate car, refer to the Finance Book a Car intranet site.

Cabcharge E-Ticket

- Taxi cab services can be used for trips whilst on official Departmental business.
- Taxis can be used with Cabc[redacted] E-Tickets available from [redacted]ch Executive Assistant.

Visitor Parking

- The OCA Carpark has 11 visitors parking bays located on Basement Level 1;
- Visitor parking must be booked by a Finance employee in accordance with the Visitor Access Guidelines and information on the OCA Visitor Parking intranet site.

[redacted]

[redacted]

Smoke free workplace

- Finance is a smoke free workplace.
- A smoke free workplace means that:
  - smoking is not permitted in and around the workplace;
  - staff are not permitted to smoke during official work duties or during work time including breaks using 'flex'.
- Smokers' exclusion zones exist in all Finance tenancies, this includes:
  - smoking exclusion zones
  - all basements areas including car parks;
  - Finance vehicles;
  - areas near air-conditioners;
  - enclosed areas and areas [redacted] outdoor eateries.
- [redacted] any [redacted] requirements, for [redacted] to smoking.

Gymnasium

- The Finance gym is on Basement Level 1.
- Post COVID-19 lockdowns, the gym reopened on **26 October 2020** in a restricted capacity to registered gym users.
  - The gym is open with restricted hours and a maximum capacity of 12 people.
  - To use the gym, you need to book for each training session through the Online Booking Form to enable COVID-19 contact tracing.
- For further information refer to the Gym intranet site.

[redacted]

[redacted]

Change room facilities

- Change Rooms are located on OCA Basement Levels 1 and 2.
- The OCA Basement Level 1 segregated Change Room provides toilets, showers, basins and lockers.
- The OCA Basement Level 2 Change Room provides 4 change cubicles and lockers.
- Do not leave towels, clothes or other loose personal items unsecured in the Change Rooms – these items must be stored in lockers or they may be removed during periodic Change Room clean-ups.

[redacted]

[redacted]

Lockers

- Lockers are available on each OCA office level for storage of IT equipment and personal items.
  - Staff and contractors can request a floor locker by contacting Finance Divisional EAs.
- Secure lockers are located in the OCA basement.
  - Staff and contractors can request a basement locker by logging a job on the Self Service Portal.
  - Staff and contractors will be advised by email if a locker is available. If not, staff and contractors requiring a locker will added to a waiting list.
- For further information refer t[redacted] Lockers intranet site. [redacted]

Elevators

- OCA North and South Towers each have two banks of 3 elevators.
- The North tower elevators connect Basement Level 3 to all levels up to Level 5.
- The South tower elevators connect Basement Level 2 to all levels up to Level 5.
- Each elevator is equipped with an emergency phone.
- For what to do if you are stuck in an elevator refer here.
- For all issues with elevators please:
  - Log a job on the Self Service Portal; and
  - Reported all urgent issues to Facilities and Office Services Section. [redacted]

[redacted]

Toilets

- Each OCA office level has designated Male, Female and Unisex Accessible toilets located opposite the elevator lobbies.
- For all issues with the toilets (broken, blocked, overflowing, leaking, not clean, etc.) please:
  - Log a job on the Self Service Portal; and
  - Reported all urgent issues to Facilities and Office Services (x2000, option 6).

[redacted]

[redacted]

Air conditioning

- OCA is air conditioned.
- The OCA air conditioning is automatically controlled to provide heating and cooling set to 22.5^{0}C (+/- 1.5^{0}C).
- Temperatures in OCA can vary due to a variety of factors including direction of the sun, whether blinds are lowered to stop radiant heat entering the building, number of occupants in a particular location, etc.
- For all issues with the air conditioning please:
    - Log a job on the Self Service Portal; and
    - Reported all urgent issues to Facilities and Office Services (x2000, option 6).

[redacted]

[redacted]

Beverage supplies

- Finance provides tea, coffee, sugar, hot chocolate and milk supplies.
- Milk deliveries are each Thursday morning.
- If beverage supplies are low, please advise you Branch EA, who will place an order with Facilities and Office Services.

[redacted]

[redacted]

Stationery and office supplies

- The Divisional Eas are Authorised officers, who can purchase stationery through Complete Office Supplies Pty Ltd (COS) under the Whole of Australian Government (WoAG) Stationery and Office Supplies (SOS) panel arrangement (SOSII).
- For further information refer to the Stationery and office supplies intranet site.

[redacted]

[redacted]

Booking Official Travel

- Expense8 is the Department's expense management system used for:
  - Arranging, approving and acquitting travel; and
  - Managing expenses such as credit card payments, taxis and other reimbursements.
- Before you book travel, please review the relevant travel policy page:
  - Domestic travel policy; and
  - International travel policy.
- Finance’s travel policies are outlined in Accountable Authority Instructions 2.6: Official Travel, and Operation Guidance 2.6. [redacted]
- [redacted] to the Travel intranet site.

Bookings for the Galambany Conference Centre, Corporate Training Room and IT Training Room

- The Galambany Conference Centre is a modern and dynamic space at OCA.
- The flexibility of the Galambany Conference Centre allows for the configuration of smaller rooms for meetings.
- The Concierge manage the Galambany Centre, Corporate Training Room and IT Training Room and can advise you on availability and the best room and seating configuration to meet the needs of your proposed conference or training.
- To make a booking complete the Online Booking Form.
- Inquiries should be directed x s 22 [redacted] or
  s 22 [redacted]

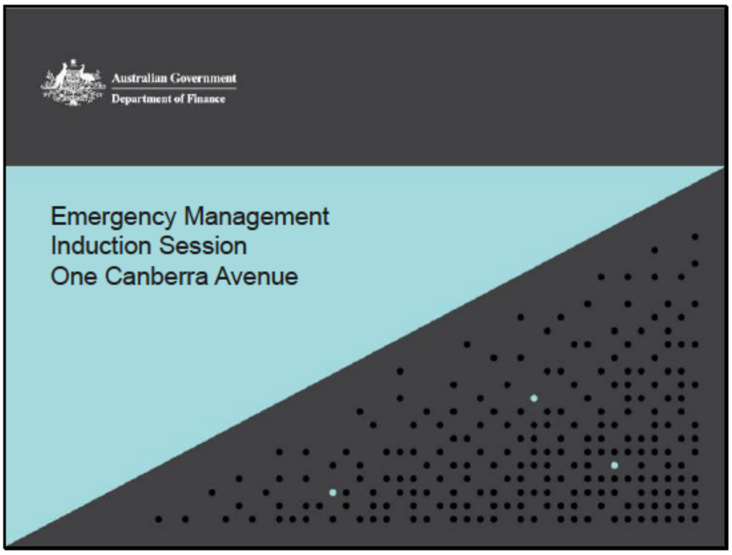
Additional information.

1. A great source of information is the Intranet.
2. The link to the Self Service Portal is on the HOME page of the Intranet.
3. The number x2000 goes to the Service Centre and has six options (including Facilities and Office Services, which includes travel).
4. Branch and Division EA's hold a wealth of knowledge and information, to assist or direct you for any issues and concerns.

[redacted]

[redacted]

Slide 1



Hello and welcome to the Department of Finance.

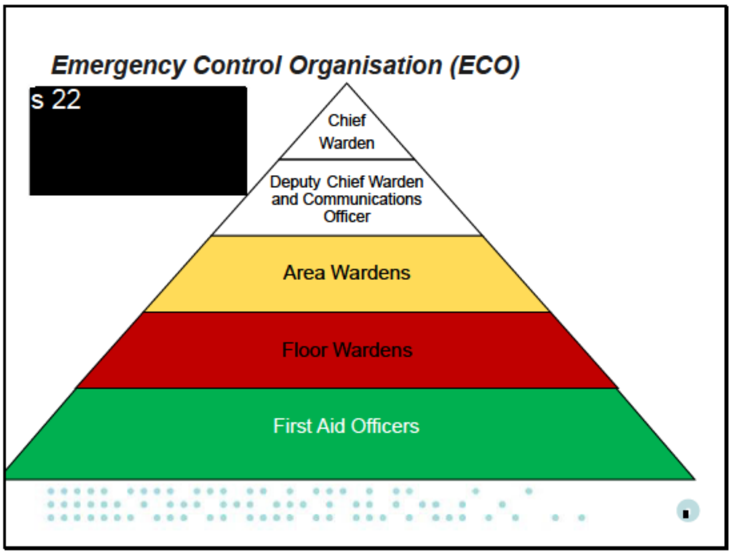
I'll be delivering a short presentation on Emergency Management of this building (One Canberra Ave) and it will only take 10-15 mins.

The presentation will cover:

* the members of the Emergency Control Organisation (or ECO)
* emergency procedures and
* other specific "need to know" information.

Some of you may have previously been a Emergency or Fire Warden. If so, this will be a good refresher of emergency procedures.

Slide 2



There is an Australian Standard that sets guidelines and best practice principles for the major tenant of a building to organise emergency procedures.
Finance IS the major tenant at One Canberra Ave.

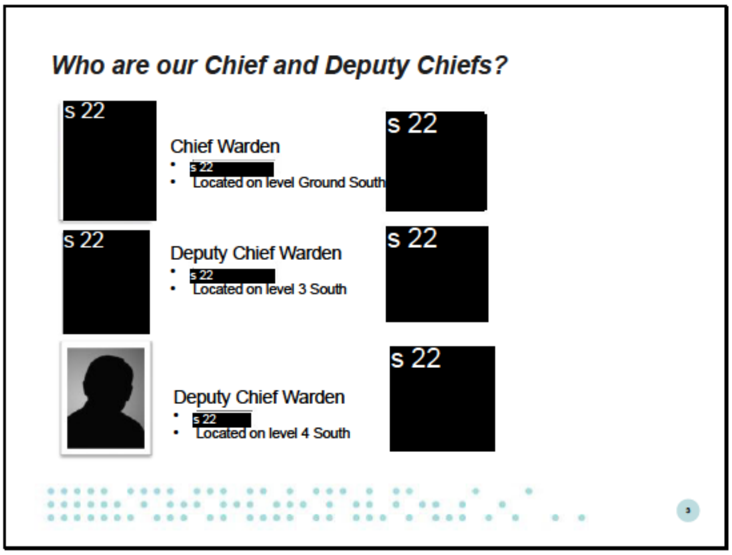
In this diagram, it shows the structure of our Emergency Control Organisation. ECO members are identifiable by the use of coloured caps and vests.

The primary role of members of the ECO is to manage and coordinate the safe evacuation of people in an emergency situation.

We have a minimum of 2x Area wardens & 4x Floor Wardens per floor per tower. The First Aid Officers become members of the ECO when the building goes into alarm or we have an emergency.

“Life safety takes precedence over asset protection during an emergency”.

Slide 3

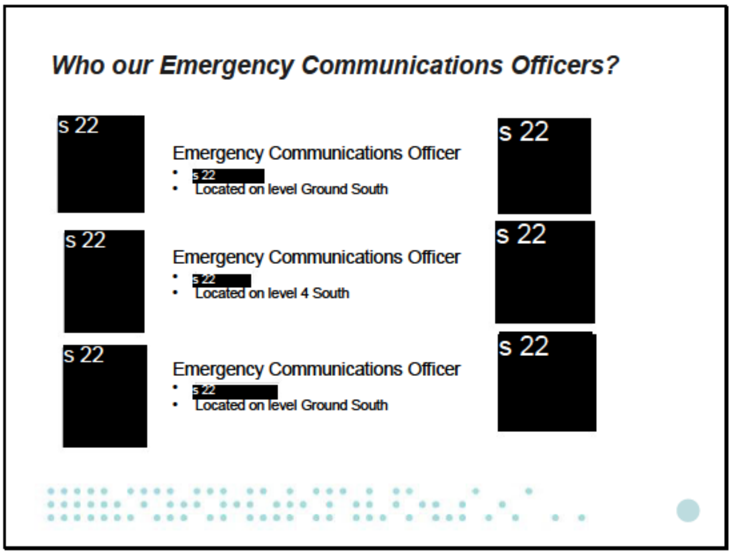


The chief warden and deputy chief wardens are appointed by and responsible to the Emergency Planning Committee or EPC. They are experienced ECO members who have served in different roles previously.

The EPC members include representatives from the ECO (the chief and deputy chiefs), the emergency management co-ordinator, the building owner and emergency management sponsor (AS, Facilities Management Branch).

The role of the EPC is to appoint our Chief Warden , plan trial events and resolve issues that may prevent our ECO from evacuating staff safely and effectively.

Slide 4



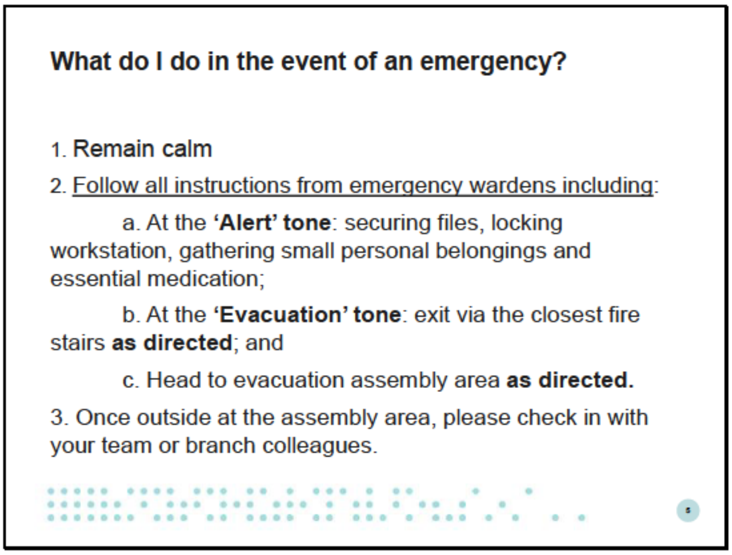
The communications officers support the chief warden and deputy chiefs during an emergency event. They will also be the ECO members outside the building, with loud hailers, directing staff.

One communication's officer will always be at the FIRE Panel with the Chief and Deputies to assist:

* in advising the Executive if there's a delay to return to the building.
* check if there is staff on floors unable to evacuate (PEEP).

NOTE: all six members of the Chief Warden Team (white hats) undertake Chief warden training and can backfill any vacant positions when members are on leave. For this reason, we have 3x backup crew trained as well.

Slide 5


What do I do in the event of an emergency?
1. Remain calm
2. Follow all instructions from emergency wardens including:
a. At the 'Alert' tone: securing files, locking workstation, gathering small personal belongings and essential medication;
b. At the 'Evacuation' tone: exit via the closest fire stairs as directed; and
c. Head to evacuation assembly area as directed.
3. Once outside at the assembly area, please check in with your team or branch colleagues.

Slide 1

Hello 2022 Finance Grads!
My name is [redacted] from the HR Strategy Team.

Slide 2

Learning at Finance

Finance's People Capability Framework supports performance and builds talent by providing clear and consistent performance expectations for all staff.

The framework incorporates two elements:

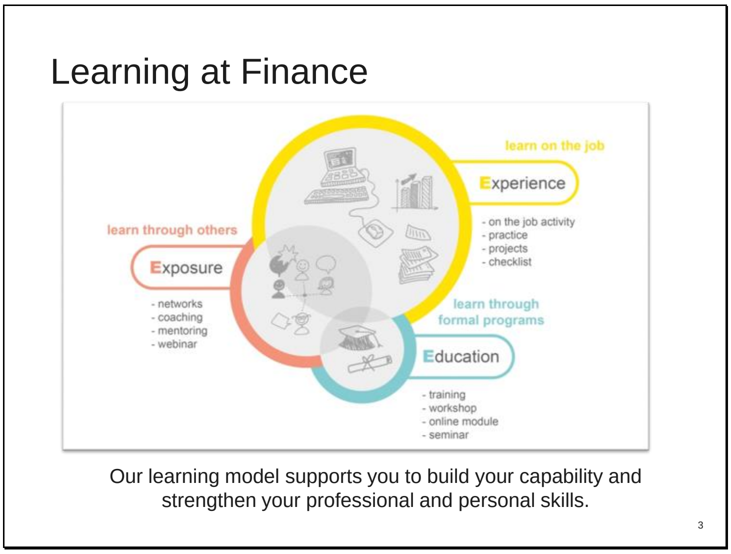
- core capabilities – a set of five capabilities defined by clear and consistent performance expectations for all classifications. Finance People: ***Lead, Collaborate, Achieve, Think and Learn.***
- professional/technical capabilities (KNOW) – opportunity to incorporate the unique technical skills, professional qualifications and experience required of individual job roles.

2

Development is priority here at finance. We (you, me, all staff here) are given the autonomy to learn, grow and take charge in our development.

Think, learn, know, lead, collaborate and achieve are the core elements of Finance's People Capability Framework.

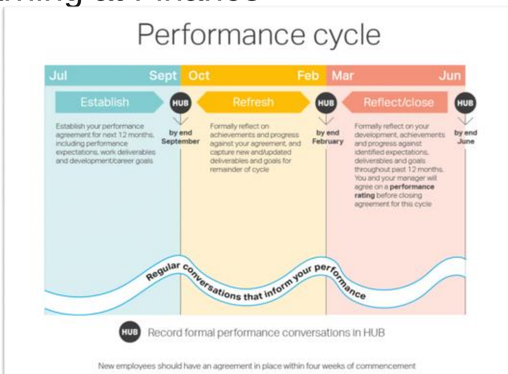
Slide 3



Learning and development is not all formal programs. The majority of your development will come from Experience (on the job activity, practise, projects) and Exposure (mentoring, expanding your networks, coaching). The Graduate program is all about learning on the job and learning through others, incorporating aligned formal programs.

Slide 4

Learning at Finance



Our performance cycle provides you with 3 formal check in points to review and discuss your performance. These present an opportunity to discuss learning and development opportunities with your manager.

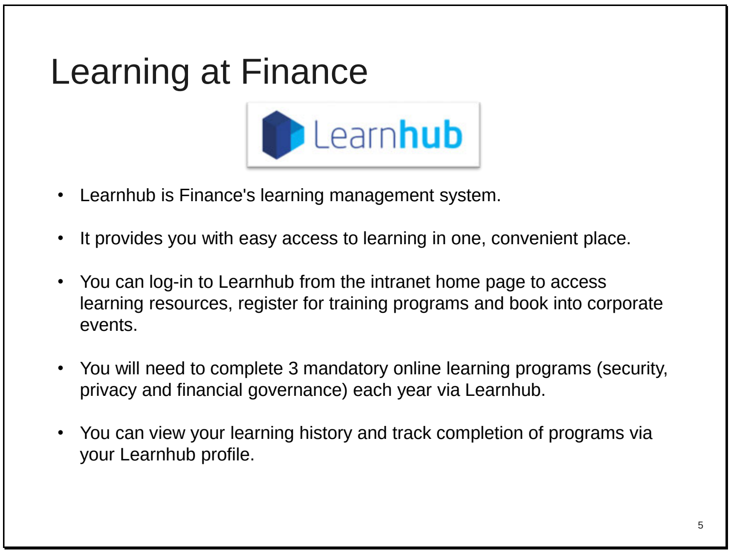
4

Performance discussions provide a opportunity to have an in depth discussion about your career, where you are, were you want to be, what you have achieved and what you want to achieve. I always advise my new staff or mentees to use performance plans to your advantage – document your achievements. This can help you reflect, hold a sense of achievement and it can also assist you to write any future selection criteria.

Finances Capability Framework supports performance by providing clear consistent performance expectations.

Typically the performance cycle is annually. Graduates have the opportunity to complete 2 performance cycles aligned to placements.

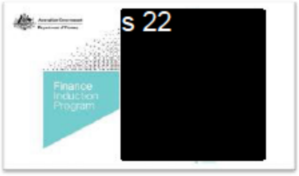
Slide 5



LearnHUB is our LMS (Learning management system)

Slide 6

Learning at Finance



Your graduate induction is one of a two part program.

Over the next 4-6 weeks you will need to complete the Finance induction program online.

A series of videos will provide you with additional information and resources to help with your start at Finance.

You will be sent an invitation to complete the online induction program via Learnhub.

6

Slide 7

Learning at Finance

Post – graduate program

- Study Assistance Program
  - Offers support to staff wanting to undertake **tertiary education** that is directly relevant to their role, as well as the department's business goals and strategic direction.
    - Financial assistance
    - Study leave
- Coaching
  - As per Coaching in Finance Policy, HR Branch may fund up to a maximum of three one-hour sessions per financial year for core skill development.
    - This can include preparing for interviews, career development or management coaching.

Australian Government
Department of Finance

2021 Graduates Panel

Welcome to Finance!

Who are we?

s 22 [redacted]

s 22 [redacted]
Budget Officer

Law Enforcement and National Security AAU
Home and Foreign Affairs Branch
Government & Defence Division
Budget and Financial Reporting (BFR) Group

s 22 [redacted]

s 22 [redacted]
Policy Officer

Grants Policy and Simplification Team
Productivity Improvement Branch
Productivity and Business Improvement Division
Governance and Resource Management (GRM) Group

s 22 [redacted]

s 22 [redacted]
Budget Officer

Environment and Energy AAU
Environment, Agriculture and Industry Branch
Industry, Education and Infrastructure Division
Budget and Financial Reporting (BFR) Group

s 22 [redacted]

s 22 [redacted]
Solutions Analyst

Office of the CIO Team
Governance & Procurement Branch
ICT Division
Business Enabling Services (BES) Group

Our Transition to Canberra

s 22
[redacted]

s 22
[redacted]

s 22
[redacted]

s 22
[redacted]

s 22
[redacted]

s 22

[redacted]

Expectations vs Reality

A Day in the Life of a Canberra Grad

s 22

Our Highlights

[redacted]

s 22

Final Advice

[redacted]

s 22 [redacted]

FOI 22/46 - Document 10

Australian Government
Department of Finance

Questions?

A year in review

- How we transitioned to Canberra
- Relocation experience

(1-2 mins each)

1) Intro

2) Transition to Canberra

3) Expectations vs reality

    - Canberra lifestyle, winter

4) Day in the life of Canberra

5) Interesting work/highlight

6) Final words, advice, tips to survive

7) Q&A

Australian Government
Department of Finance

EVENT BRIEF

PDR Number:
EC22-000037

2022 Finance Graduate Induction Program

Event Outline

- A virtual induction will be held for the 2022 Finance graduate cohort on Thursday, 3 February and Friday, 4 February 2022 via MS Teams.
    - The agenda is at Attachment A.
- Due to the uncertainty around COVID-19, the planned face-to-face induction for this cohort has transitioned to a virtual session. Presenters could nominate their preference to pre-record their session or present virtually in real-time.
- The Entry Level Program Team has invited you to provide a keynote address at this event on **Thursday, 4 February at 9:00am-9:20am.**
    - Draft talking points are attached.
- The following Deputy Secretaries have confirmed their attendance to present to the cohort on Thursday, 4 February at 2:00pm-2:45pm.
    - Tracey Carroll | Governance and Resource Management
    - Nathan Williamson | Commercial and Government Services
    - Clare Walsh | Business Enabling Services
    - Anna Harmer (representing Cath Patterson) | Budget and Financial Reporting

2021 Graduate Development Program

- The Graduate Development Program (GDP) is a 12 month entry level program that allows participants to build relevant skills and capabilities on the job via two six month work placements. Finance aims to increase its capabilities by recruiting graduates who are innovative; ambitious and adaptable; responsive and comfortable with change; and individuals who like to be challenged in a flexible and fast paced environment.
- The 2022 graduate cohort consists of 38 participants. This includes two information and communications technology (ICT) graduates, one HR specialist graduate, one Indigenous graduate (IGP) and 34 generalist graduates.
- The generalist and IGP graduates participate in a development program managed by the Australian Public Service Commission (APSC). The ICT graduates will undertake a development program managed by the Digital Emerging Talent Program (formerly in DTA now run via the APSC). The HR graduates will

participate in a HR specific program managed by the Australian Taxation Office. All three development programs will conclude in December 2022.

- Upon commencement, graduates are engaged as an APS 3 and are broadbanded to an APS 4 on successful completion of their probation and 1st round placement. Following successful completion of the GDP, graduates then have the opportunity to be promoted to an APS 5 and permanently placed in business areas across the Department.

- First rotation placements are at Attachment B.

Consultation

- Corporate Engagement Branch.
- The Secretary's Office has been consulted on the event format and requirements.

Secretary's Talking Points – 2022 Graduate Induction

ACKNOWLEDGMENT OF COUNTRY

- Good morning and welcome to the Department of Finance.
- Delivering an Acknowledgment of Country is an opportunity to show respect for the Traditional Owners and to acknowledge the continuing connection of Aboriginal and Torres Strait Islander people to Country:
    - Dow-oo-ra Noo-na Dow-oo-ra Noon-ah-wall
    - Yarn-goo Nulla-man-nyin Doo-ni-man-nyin
    - Noon-ah-wall-worry Dow-oo-ra-worry
    - Din-dee One-geera-lin-jin-nyin

    - This is Ngoonawal Country
    - Today we are all meeting together on Ngoonawal Country
    - We acknowledge and pay our respects to the Elders.

INTRODUCTION

- My name is Rosemary Huxtable and I am the Secretary of the Department of Finance. It is my pleasure to welcome you here today and congratulate you on your success in becoming part of the Australian Public Service and taking up your position on the Finance Graduate Program.

MESSAGE TO GRADUATES

- Being a part of the APS is a great privilege. You are now part of an entity that has a long and proud tradition. As part of the APS, you will influence decisions which will impact the everyday lives of many of your fellow Australians. You'll offer advice, support and guidance to Government and see the direct impact it has on the public.
- As graduates, you'll hit the ground running and immediately begin to play a significant role within Finance. You will be challenged in your way of thinking, make important contributions through the work you do in your rotations and help deliver on our commitments as an organisation. You will be working in a busy department that is at the centre of government and has a full agenda in the first half of the year.
- You have joined the Department at a time of great significance. The current COVID-19 pandemic has a strong impact on our work and the way in which we work. This has seen unprecedented calls on the our expenditure advice to Government, significant extensions to our commercial advice and services, a lead role for us in building quarantine facilities, and fundamental changes to the way we operate. This is most clearly underscored by us participating in this induction virtually today.
- We are a central policy agency that has broad ranging responsibilities right across government. With a staffing complement of around 1800 staff, we are a medium sized agency but with a significant span of influence.

- We play a pivotal role in assisting the government of the day in every facet of policy, program delivery and operational work to ensure its outcomes are met, particularly regarding expenditure and financial management and a number of significant operations of government.
- As a central agency, we drive delivery of the Australian Government's Budget, supporting all agencies through the Budget process. We have a leadership role in public sector governance and reporting, establishing the organisational frameworks that underpin a professional public service and deliver a range of whole-of-government services.
- We provide input and offer advice on:
    - the financial impacts, risks and merits of new policy proposals from across all government portfolios. We are the only agency that transparently briefs into the expenditure review committee of Cabinet, with our independent view seen by all participating ministers. This is a critical part of the contestability at the centre of a well functioning democracy and also brings great responsibility – to be fair and evidence based, and to understand the context in which decisions are made.
    - We manage the government's financial framework and whole-of-government procurement that underpin integrity and efficiency;

    - And we ensure that the principles of accountability and transparency underpin our advice to the Australian Government and Commonwealth Entities.

- What is less well known is that the Department is also responsible for the delivery of a wide range of services.
    - Last year we set up a taskforce to lead the delivery of national purpose-built quarantine facilities. We leveraged our internal expertise including project management, property, procurement and commercial capability to deliver standalone quarantine facilities. These facilities in Melbourne, Perth and Brisbane will provide a long-term national resilience capability for Australia as it deals with challenges such as the current pandemic, as well as natural disasters.
    - Our Property and Construction Division provides policy advice, guidance and support on managing Commonwealth property, land and public works across Government;
    - We have areas of deep expertise in complex commercial negotiations, recently partnering with other agencies on negotiations around the establishment of a MrNA facility, pandemic influenza vaccine arrangments and the sale of Virgin Australia.
    - The Ministerial and Parliamentary Services Divison provides parliamentarians, their staff and others with a range of services to assist them in undertaking their duties. These include managing

Commonwealth Parliament offices and the ministerial wing of Parliament House and providing high quality secure transport services to the Governor-General, members of parliament and visiting Guests of Government.

  - Finally, our Governance Division advises the Government on electoral policy and Commonwealth civilian and parliamentary superannuation arrangements. It also advises on Commonwealth investment funds such as the Future Fund (now with more than $245 billion invested and earmarked for critical national objectives) and government advertising campaigns. We are responsible for the *Public Governance Performance and Accountability Act 2013* (PGPA Act) and advise on the creation, accountabilities and responsibilities of government bodies under the Act.

- These are just a few examples of the varied nature of the work we do here at Finance.
- We strive for a diverse and inclusive workforce to positively impact our overall effectiveness in shaping quality, evidence based policy, building confidence and capabilities of our employees, and embedding our position as an employer of choice.
- You will find here at Finance that our leadership group are dedicated to building a collaborative culture. Our executives are continuously working to embed a culture where staff are supported and inspired to deliver their

best, and able to explore ways to improve the way we work. You will get the opportunity to meet most of the Department's executives later this afternoon, when each Deputy Secretary gives an overview of their respective Groups.

- While becoming part of the APS brings with it significant opportunities and the privilege of serving the Government and our fellow citizens, it also entails enormous responsibility. And it is important that as employees of Finance and the APS you understand this. As members of the APS, we all have a shared responsibility to engender trust and confidence in a professional non-partisan public service. Our decisions and actions will have far reaching impacts on people's lives and public confidence. This requires us at all times to act with the utmost integrity and with honesty, transparency and professionalism in all that we do.
- Our work must consistently promote the APS Values, the APS Employment Principles and the Code of Conduct. Together the APS Values shape the culture of the APS and I expect you to see your role as a Graduate as encompassing all these values, ones that you display each and every day in your work and conduct. You will learn more about these things over the course of your induction and throughout the year.
- We all have a role to play in embedding the leadership expectations into our culture, both through what we say and what we do. In Finance, the leadership expectations are:

- **Act with integrity -** Lead by example by acting with transparency, accountability and honesty to deliver quality outcomes. Graduates contribute to our culture of professional integrity through your individual actions and ethics.
- **Be part of the solution -** take a positive approach to your daily work by endeavouring to understand the challenges around you, and providing or contributing to solutions. Listening is a key skill in being effective – listening to others experiences and purpose and seeking to step into their shoes when coming up with solutions. You should also feel empowered to seek support from others, and to express your ideas about how your workplace can be as effective as possible.
- **Collaborate, innovate** - dealing with internal and external stakeholders, the role you play is important, as you are the face of Finance. Build relationships - both internal and external – based on respect, trust and empowerment. As a Finance employee, bring the stakeholder along – be accountable for encouraging improvement and better ways of working. Think about your work, how it connects with other people's work, and create those connections.
- **Develop self, develop others** – a basic element of leadership is knowing not only your own strengths and areas for development, but being willing to share your reflections on how the team is working.

Having regular, honest, and constructive conversations with your managers will assist in this process and will lead to learning opportunities in the workplace.

- I encourage you to use these expectations as a guide throughout your career.

CLOSING REMARKS

- The Graduate Program provides each of you with a unique foundation to expand on your existing capabilities and will assist you to develop your skills and knowledge in the department, and more broadly across the APS.
- I stood in your shoes nearly 40 years ago when I started as a graduate in PMC. I never imagined how my career would pan out, the areas I would work in, the people I would work with and the enormous satisfaction I would gain from contributing to policy reforms that have positive impacts on peoples lives.
- Your graduate year and indeed your public service career will be what you make it. During your graduate year, I encourage you to:
  - **Make the most of your opportunities** and the capacity to learn and grow – both rotations will offer different experiences
  - **keep an open and positive attitude** to the work you do and the Graduate Program

  - **think innovatively** and share your reflections – we value new ideas
  - **make the most of the networks you will establish**. Your fellow graduates, mentors, supervisors, and senior leaders will be invaluable as your career progresses
  - **get involved in the culture** of the department through participating in events and engaging with the department's diversity networks.
- Through the year you will attend a number of focused training sessions that will equip you with the skills you need to perform effectively in your role. You will work with, and be able to learn from, talented and experienced staff and stakeholders within your teams and across our various business groups. The knowledge and experience you will gain as a result of your training and on-the-job learning will set you up for a successful career in the APS.
- We are proud of the culture of our Department – professional, hardworking, delivery focussed, diverse and supportive. We look forward to your contributions to build on these strengths.
- Congratulations again - I hope you in enjoy working in Finance, and that your Graduate year is the start of a long and successful career. And I look forward to meeting each of you as you become engaged in the department's work.

END OF PRESENTATION