

Graduate Development Program Online Induction Schedule

Week 1	Mon 7 Feb	Tues 8 Feb	Wed 9 Feb	Thur 10 Feb	Fri 11 Feb
8:30 AM			GPT overview of day's schedule and activity	GPT overview of day's schedule and activity	GPT overview of day's schedule and activity
9:00 AM		Security/IT	GPT Icebreaker activity	Employment Conditions Overview	Graduates in business areas
9:30 AM					
10:00 AM					
10:15 AM				Morning tea	
10:30 AM					
11:00 AM	Security/IT		GPT, Introductions and Program overview	APS Values and Code of Conduct: Preparatory Material Ethics Compliance Training Graduates in business areas	GPT, Graduates and Manager Q&A session
11:30 AM					
12:00 PM			Lunch		
12:30 PM					
1:30 PM	Security/IT	Welcome, Q&A, Graduate resources, support available	Graduates in business areas	Graduates in business areas	Graduates in business areas
2:00 PM			Online Learning TSY Ethics Compliance Training module		Online Learning APS Learn Induction APS Frameworks
2:30 PM					
3:00 PM			Welcome and Introductions: Liz Williamson, Chief Operating Officer, Corporate and Foreign Investment Group		
3:30 PM					
4:00 PM		GPT daily wrap-up	GPT daily wrap-up	GPT daily wrap-up	GPT daily wrap-up
4:30 PM					
5:00 PM					

Graduate Development Program Online Induction Schedule

Week 2	Mon 14 Feb	Tues 15 Feb	Wed 16 Feb	Thur 17 Feb	Fri 18 Feb
8:30 AM	GPT overview of day's schedule and activity	GPT overview of day's schedule and activity	GPT overview of day's schedule and activity	GPT overview of day's schedule and activity	GPT overview of day's schedule and activity
9:00 AM	Graduates in business areas	Graduates in business areas			Graduates in business areas
9:30 AM	Social Media Briefing Presentation		QUT Learning overview	Graduates in business areas	Online learning including listening to the IPAA APS
10:00 AM					
10:15 AM			Morning tea		
10:30 AM		WHS and Wellbeing			
11:00 AM	Graduates in business areas	Graduates in business areas	QUT Learning overview	Information Services and Major IT Projects Presentation	Graduates in business areas
11:30 AM					
12:00 PM			Lunch		
12:30 PM					
1:30 PM	Graduate Sponsor Welcome	Security Awareness Presentation			
2:00 PM	Graduates in business areas		Graduates in business areas	Graduates in business areas	Graduates in business areas
2:30 PM	Secretary's address				
3:00 PM	Graduates in business areas Online Learning Security compliance training module and the WHS Compliance Training module	Graduates in business areas	Graduates in business areas Suggested learning APS Learn Induction Portfolios, Departments and Entities	Graduates in business areas	Graduates in business areas
3:30 PM					
4:00 PM					
4:30 PM	GPT daily wrap-up	GPT daily wrap-up	GPT daily wrap-up	GPT daily wrap-up	GPT daily wrap-up
5:00 PM					

Graduate Development Program Online Induction Schedule

Week 3	Mon 21 Feb	Tues 22 Feb	Wed 23 Feb	Thur 24 Feb	Fri 25 Feb
8:30 AM	GPT overview of day's schedule and activity	GPT overview of day's schedule and activity	GPT overview of day's schedule and activity	GPT overview of day's schedule and activity	GPT overview of day's schedule and activity
9:00 AM	Graduates in business areas	Graduates in business areas	Graduates in business areas	Graduates in business areas	Graduates in business areas
9:30 AM			Online Learning APS Learn Induction Money and	Graduates in business areas (HR Professional Stream Program launch and welcome)	Online Learning APS Learn Induction Portfolios
10:00 AM					
10:15 AM			Morning tea		
10:30 AM	Graduates in business areas				
11:00 AM	Online Learning APS Learn Induction Structure of government	Budget and all Things BPD	Graduates in business areas	PDMS Overview Presentation	Graduates in business areas
11:30 AM					
12:00 PM					
12:30 PM		Lunch		Lunch	Lunch
1:30 PM			Risk and Governance	Deputy Panel Session - Liz Williamson	MC
2:00 PM					
2:30 PM					
3:00 PM	Graduates in business areas	Graduates in business areas	Graduates in business areas	Graduates in business areas	Graduates in business areas
3:30 PM					
4:00 PM					
4:30 PM	GPT daily wrap-up	GPT daily wrap-up	GPT daily wrap-up	GPT daily wrap-up	GPT daily wrap-up
5:00 PM					

Graduates in business areas and completing online learning
 Graduate Program Team (GPT)
 Executive
 Graduate virtual learning sessions

EMPLOYMENT CONDITIONS AND WORKING PREFERENCES: A CHECKLIST TO GET YOU STARTED

Whenever you start a new role you should discuss with your manager an approach to the following:	Approach discussed
<p>1 What are the expectations for my arrival and departure?</p> <ul style="list-style-type: none"> The ordinary hours of work for a full-time employee are 38 hours each week, which translates to 7 hours 36 minutes per day. The standard day 8:30am - 12:30pm and 1:30pm - 5:06pm. <p><i>Useful tip: You can only apply for leave for these work times.</i></p>	
<p>2 What are my lunchtime preferences?</p> <ul style="list-style-type: none"> You shouldn't work more than five hours without <u>at least</u> a 30 minute break. <p><i>Useful tip: You must take at least 30 minutes – this would generally be taken between 12:00pm and 2:00pm each day.</i></p>	
<p>3 Do I need to record time out of the office on my flex sheet to get a coffee?</p> <ul style="list-style-type: none"> Check what your managers expectations are. 	
<p>4 Who should I contact if I'm running late?</p> <p><i>Useful tip: Some managers prefer a text, others a phone call or email.</i></p>	
<p>5 What time should I call my manager if I'm not able to come into work?</p> <ul style="list-style-type: none"> You should contact your manager (or another team member if can't get a hold of manager) as soon as practicable, at least before 10am. <p><i>Useful tip: You should give your manager your contact details so your manager can also call or message you if they are concerned.</i></p>	
<p>6 I have worked extra hours and accrued flex - how much notice should I give if I want to use accrued flex to take time off?</p> <ul style="list-style-type: none"> You accrue flex for time worked at the direction of your manager above 7 hours 36 minutes but below 10 hours continuous working within the bandwidth (7:00am - 7:00pm). You can have a 'flex credit' up to 38 hours, or a 'flex debit' up to 10 hours. <p><i>Useful tip: You can take a part day, whole day, or multiple days' flex leave up to a cap of five days (normally only if you have accrued the credits).</i></p>	
<p>7 What are the expectations for me working from home?</p> <ul style="list-style-type: none"> How frequently and when is the best time of the day to check in? If you need help with a task, who should you contact? 	
<p>8 Out of hours contact information (for both you and your manager)</p> <ul style="list-style-type: none"> It's useful for you and your manager to be able to contact each other out of hours in case of illness or other unexpected absence. 	

The approaches discussed here should be flexible and open to change. They exist to provide guidance only.

Please contact the Employment Relations team if you have any questions via email to employmentrelations@trasury.gov.au.

Employment Terms and Conditions

Graduate Induction – February 2022

Learning objectives

- Understand key documents and procedures relevant to your employment with Treasury, including:
 - The Treasury Enterprise Agreement
 - Human resource delegations
 - Human resource policies and procedures
- Understand key terms and conditions of your employment with Treasury, including:
 - Attendance and hours of work
 - Flextime
 - Pay and superannuation
 - Leave

Treasury Enterprise Agreement 2018-2021



- Terms and conditions of your employment are contained in the *Treasury Enterprise Agreement 2018 – 2021* (the EA)
- The EA covers all non-SES employees, including graduates (i.e. APS1 – EL2)
- Supported by HR policies and guidelines
- Available online through the intranet and internet
- The EA will continue until 2023 following a vote of staff to roll it over and provide pay increases under a Determination made under the *Public Service Act 1999* (Cth)

Human resource delegations

- Provides authority for delegates to exercise powers under the EA, legislation and HR policies on behalf of the Secretary
- Delegates may only exercise delegations for employees for which they have management responsibility
- Delegates cannot exercise powers and functions in relation to themselves
- Available online through the intranet



Treasury: Human Resource Delegations For official use only

SOURCE	POWER/FUNCTION	Deputy Secretary (NS)	Chief Operating Officer	Chief People Officer	Deputy Secretaries	First Assistant Secretaries (FAS)	Assistant Secretaries (AS)	Directors	Assistant Directors	EL1, PCOB	EL1, POSN	APS6, PCOB	Payroll Team	Chief Financial Officer	PASSCOFF / AS ECRB
Classification															
PSCR 6	Allocate an approved classification to each APS employee in the Treasury, subject to PSCR 7.	X	X	X	X										
PSCR 7(3)	Where an employee temporarily transfers to Treasury under a PSA section 26 agreement, allocate to the employee the approved classification that was allocated to the employee immediately before their move to the Treasury; or another approved classification in the same group as this classification.	X	X	X	X	X	X			X	X				
PSCR 9(1)	Allocate an approved classification to each group of duties to be performed in the Treasury.	X	X	X	X										
PSCR 9(3), 9(4)	If a training classification is allocated to a group of duties, ensure the duties include a requirement to undergo training. Allocate more than one classification (a broadband) to a group of non-SES duties where the group of duties to be performed involves work value applying to more than one classification.	X	X	X	X										
PSCR 10	Issue, in writing, work level standards describing the work requirements for classifications, other than APS, EL or SES classifications, applying to a group of duties to be performed in the Treasury.	X	X	X	X										
PSCR 11(1)	If an APS employee who is engaged at a training classification satisfactorily finishes each training requirements for the training classification, allocate to the employee a classification mentioned in column 3 of Schedule 2 of the PSCR, that relates to the employee's training classification.	X	X	X	X	X	X			X	X				
PSCR 12	Allocate a lower classification to an employee.	X	X	X	X										
PSA 23(4)	Reduce the classification of an APS employee without the employee's consent, in specific circumstances.	X	X	X	X										
PSA 25	Determine the duties of an APS employee, and the place or places at which the duties are to be performed.	X	X	X	X	X	X								
PSA 77	Create positions and nominate APS employees to occupy such positions.	X	X	X	X	X	X			X	X				

X = Unlimited
 C = Up to 3 months
 F = Up to 5 days
 L = limited to levels below delegate's classification
 N = Limited to non-SES classifications

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Human resource policies and guidelines

- The EA is supported by policies and guidelines
- All policies and guidelines are available on the intranet

TIP: Favourite the Employment Conditions intranet page for quick access in future.

Policies = sets scope, objectives and guiding principles

Guidelines = details rules and practical 'how to'



Salary and promotion

- Graduates commence as APS3 employees at the APS3.2 pay point, the top pay point for that classification.
- Future advancement through pay points (at higher classifications) is dependent on your performance being rated 'Effective' or 'Outstanding' in performance assessments.
- Promotions to higher classifications occur through:
 - Merit-based recruitment
 - Performance-based promotion (broadbanding)
- You will be **eligible** for performance-based promotion to APS4 in September 2022, following the August 2022 performance appraisal round.
- All non-SES employees will receive a pay increase equal to the Wage Price Index – private sector, on 5 November 2022.
- **Note:** your first performance appraisal will be in August 2022, not February 2022.

Salary (payment) and superannuation

- Payday is every second Thursday.
- Your payslip can be seen from the Tuesday immediately prior to Thursday payday.
- Each fortnight, in addition to your salary, you will have an amount equal to 15.4% of your salary paid by Treasury into your nominated superannuation account.
- Superannuation is a valuable benefit:
 - You can choose the investment option for your contributions
 - You should understand the insurance cover which can include Life, Total and Permanent Disability (TPD) and Income protection
 - If you have just joined a fund for the first time please read the welcome pack and the Product Disclosure Statement

Attendance and hours of work

Bandwidth

- 'Bandwidth' means the hours between 7am to 7pm, Monday to Friday excluding public holidays

Full-time employees

- **Ordinary hours:** 38 hours per week (7 hours 36 minutes per day) in the bandwidth
- **Standard day:** 8:30am – 12:30pm and 1:30pm – 5:06pm (varied by agreement)

Part-time employees

- **Ordinary hours:** Less than 38 hours per week
- Part-time arrangements are subject to SES approval and organisational requirements

Regular breaks

- 30 minute break (at least) every five hours of work

Recording hours and Flextime

- Hours worked must be recorded on your timesheet
- Flextime is a system that allows APS level employees to work their hours flexibly within the bandwidth (7am – 7pm). Plans to work flexibly within the bandwidth should be discussed with and approved by your manager.
- You accrue flex for time worked at the direction of your manager above 7 hours 36 minutes but below 10 hours continuous working within the bandwidth (7am – 7pm).
- You can have a 'flex credit' up to 38 hours, or a 'flex debit' up to 10 hours.
- Overtime is paid for time worked at the direction of your manager outside the bandwidth or after 10 hours continuous work.

Making the best use of Flex

Flex is accrued subject to operational requirements, and credits should be used within a reasonable timeframe to prevent burnout.

- You can take a part day, whole day, or multiple days' flex leave up to a cap of five days.
- It is not a leave type you can apply for in the system. Rather, seek written agreement from your manager and record the absence in your timesheet.

Each time you start a new role you should have a discussion with your manager and agree:

- Your normal start and leaving times, best times for lunch
- Who you should call if you are running late
- What time you should call your manager by if you are not able to work that day
- How much notice you should give if you would like to use accrued flex to take time off

Allowances and reimbursements

Lifestyle
contribution

Overtime meal
allowance

Travel
allowance

First Aid Officer
allowance

Restriction
allowance

Lens
reimbursement

Departmental
Liaison Officer
allowance

Reassignment
of duties

Loss, damage &
indemnity

Leave

All leave (except Leave Without Pay and Parental Leave) must be applied for in Aurion ESS and approved by your manager.

Leave entitlements	
Annual leave (20 days/year)	Personal/Carer's leave (15 days/year)
Long service leave	Compassionate leave
Purchased leave	Sabbatical leave
Defence reservist leave	Miscellaneous leave
Parental leave, including adoption and foster care	

Conflict of interest

- Policy available on intranet
- Includes outside employment procedures
- You are required to understand your obligations under this policy including:
 - Disclosing real or apparent conflicts of interest
 - Seeking approval to undertake outside employment

Australian Government
The Treasury

AUDIENCE	CATEGORY
All employees	People

THE TREASURY – POLICIES AND PROCEDURES
Conflict of interest (including outside and post-separation employment)

This document was endorsed by the Secretary in March 2019

For further information or questions, s47E(d)

Further Information and Support

- Detailed information on the EA and supporting policies can be found on the intranet ^{s47E(d)} [redacted]
- Payroll enquiries are to be lodged in ^{s47E(d)} [redacted] the department's corporate services portal
- Ask your managers
- Contract the Graduate Team

^{s47E(d)} [redacted]



Australian Government
The Treasury

FOI 3137
Document 4

TSY/AU

APS Values and Code of Conduct Probation

People and Organisational Strategy Branch

Outline

- APS Values and Code of Conduct
- The APS Values and Code in Practice
 - Relationships and Responsibilities
- Unacceptable behaviours
- Positive behaviours
- Probation

APS Values and Code of Conduct

- APS employees occupy a position of trust
- With trust comes a high level of responsibility
- Our conduct, both at work and outside of work, can have implications
- The APS Values, APS Employment Principles and APS Code of Conduct set out the standard of behaviour expected of us – legally required under section 13 of the *Public Service Act 1999* (PS Act)
- You are required to inform yourself of your obligations under the PS Act

Why is it important?

Meeting the APS standard of behaviour provides the public with confidence in the way public servants behave, including in their exercise of authority when meeting government objectives.



APS Values – I CARE

Impartial

*The APS is apolitical and provides the Government with advice that is **frank**, **timely** and **honest** and is based on the best available evidence.*

Committed to Service

*The APS is **professional**, **objective**, **innovative** and efficient, and works **collaboratively** to achieve the best results for the Australian community and the Government.*

Accountable

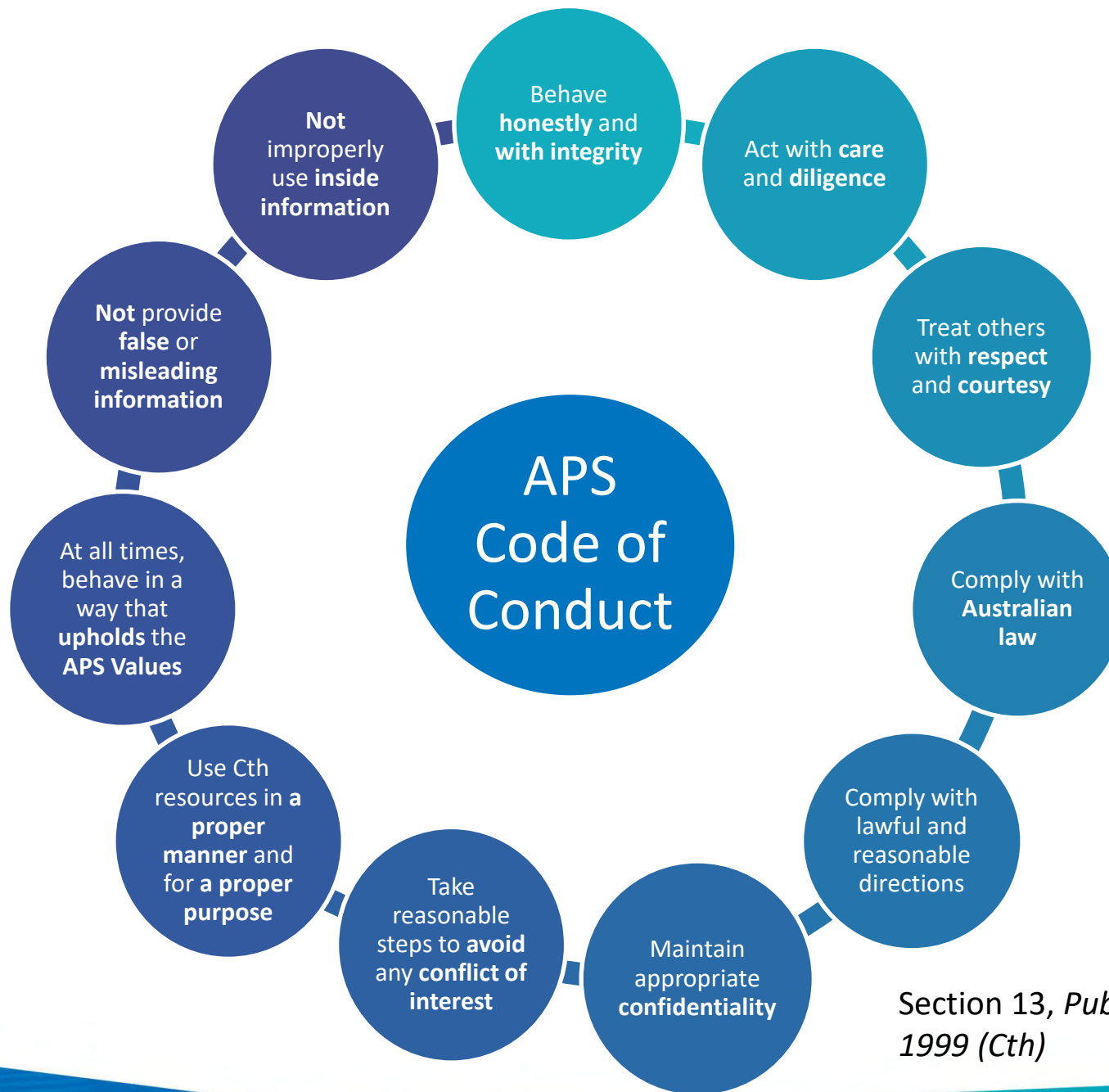
*The APS is open and **accountable** to the Australian community under the law and within the framework of Ministerial responsibility.*

Respectful

*The APS **respects** all people and is **inclusive** of their rights and their heritage.*

Ethical

*The APS demonstrates leadership, is **trustworthy**, and acts with **integrity**, in all that it does.*



Section 13, *Public Service Act 1999 (Cth)*

At all times?

- Our 'connection with employment' is not confined to the performance of job-related tasks or other work related activities
 - connection between your behaviour and the agency's confidence in your capacity to perform your duties professionally
 - your behaviour may impact the reputation of the Treasury or the APS
- All employees are required to comply with the Code when
 - engaged in activities outside of work which have some connection to their APS employment
 - engaged in activities that do not have a connection to employment



Code of Conduct Breaches

- Procedure underpinned by principles of procedural fairness
 - decision-maker and delegate who are independent and unbiased
 - investigator will gather evidence and submit a report of to the breach decision-maker
 - employee is notified and given the opportunity to respond
- Standard of proof 'the balance of probabilities – decision maker must be satisfied that breach is more probable than not
- Breach
 - termination of employment
 - reduction in classification
 - re-assignment of duties
 - reduction in salary
 - deductions from salary, by way of fine
 - reprimand
 - management action

In Practice

- In practice, APS employees should consider their behaviour in three professional relationships
 1. the Government and Parliament
 2. the public
 3. with colleagues
- You are expected to regularly review the frameworks and ensure conduct is consistent with the APS standard of behaviour
- Responsibilities
 - Managing information
 - Employees as citizens
 - Working overseas
 - Managing conflicts of interest
 - Using Commonwealth resources
 - Reporting suspected misconduct



RELATIONSHIPS



The Government and Parliament

A good relationship between APS agencies, ministers and their offices is central to supporting an effective government



- Serve the needs of the Government
- Be responsive to ministers
- Identify and manage potential areas of risk
- Follow through on commitments and have the courage to address difficult issues
- Consider WOAG in developing and implementing policies and programs
- Collaborate and be open to ideas in policy development, implementation, program management and regulation
- Document significant decisions or actions
- Provide advice that is frank, honest, timely and based on the best available evidence
- Provide information directly to the parliament, in particular to its committees
- Brief ministers, draft answers to parliamentary questions, draft responses to Members, Senator and constituents

The Public

Build and maintain trust

- Engage effectively, respectfully and courteously
- Ensure our decisions and interactions with clients are objective, impartial and in line with government policy
- Provide leadership in policy development, implementation and program management, including consultation with the community
- Treat all people with dignity, recognising all people have value
- Deal with all people with honesty and integrity
- Exercise reasonable care in providing information



Workplace Relationships

Workplace relationships are critical to organisational performance and individual wellbeing

- Employer-employee
- Colleagues
- Support collaboration and teamwork internally and externally
- Treat everybody with respect and courtesy, and without harassment
- Courteous behaviour recognises that people with different backgrounds, interests and personal values need to get along with each other in the workplace



RESPONSIBILITIES

1. Managing information
2. Conflicts of interest
3. Employees as citizens
4. Using Commonwealth resources
5. Working overseas
6. Reporting suspected misconduct

BEHAVIOURS



Bullying and harassment

- *“Repeated and unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety”**
- Workplace bullying can occur between individuals, or a group where a number of people can also be responsible for targeting an individual or another group
- Not always downwards
- Examples include:
 - abusive, insulting or offensive language
 - displaying offensive material
 - unjustified criticism or complaints
 - behaving in a way that frightens or intimidates
 - humiliating others through sarcasm, belittling someone’s opinions, or practical jokes
 - setting unreasonable workloads/timeframes or low level work
 - spreading misinformation or malicious rumours
 - assigning meaningless tasks or unfairly assigning unpleasant tasks



* (Dealing with Workplace Bullying – A Worker’s Guide, Safe Work Australia).

But it's not always bullying



- There are a number of situations that although they may feel unpleasant, are not considered to be bullying
- Examples of these situations include:
 - a single incident of unreasonable behaviour
 - reasonable management action taken in a reasonable way
 - and low level work conflict, including a difference of opinions or a spirited policy debate
- **Remember** – we are adults, we are paid to do a job and we are not children
- **Speak up**

Positive behaviours



Inclusive

Honest

Timely

Frank

Collaborative

Integrity

Professional

Innovative

Accountable

Trustworthy

Respectful

Impartial

PROBATION

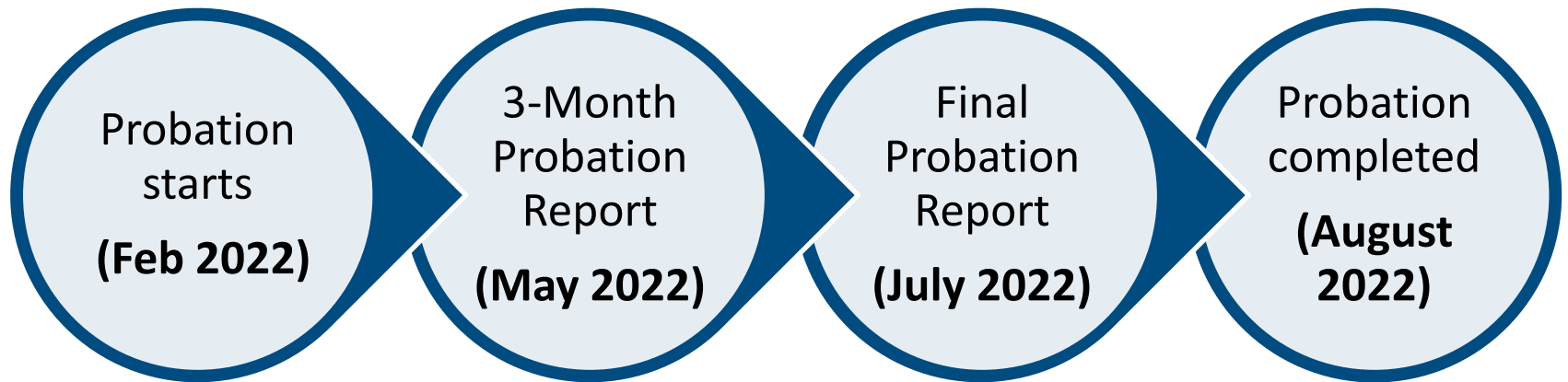
- Process of observing and assessing your suitability for ongoing employment in the Australian Public Service
- 6 month process that applies to all new APS employees
- Condition of your employment in Treasury
- Assess:
 - Performance - consistently meet the expectations of your classification level (so APS3) in accordance with the Integrated Leadership System
 - Conduct/Behaviours - professionally, and in accordance with the APS Values and Code of Conduct
 - Attendance - attend work for your contracted hours in line with agreed start and finish times

How does Probation work?

- Your manager will:
 - Monitor your conduct, attendance and work performance
 - Provide you with regular feedback.
 - Define your role and responsibilities, expected standard of work and expected standard of conduct and attendance.
 - Complete formal reports



Probation timeline



Helpful Probation tips

- Seek and collate ongoing feedback and evidence about your performance throughout the process.
 - Hint: Create a personal folder where you keep positive feedback, not only from managers but other colleagues.
- Check in with your manager on a regular basis.
- Document key achievements and lessons you have learnt along the way.
- If you're ever unsure, ask! Contact
 - Manager
 - Buddy
 - Grad Team
 - s47E(d)



Questions?



What I will talk about today

- How Treasury uses social media
- Your personal use of social media and what your obligations are now that you are a public servant

This session is to ensure you have the information you need to make informed decisions about your personal use of social media – what you can do, what you should avoid, and where to get more information and guidance if you are not sure.

This information is to protect you and give you guidance as an APS employee when engaging online.

Intro **s22**

- we're in the process of updating the Treasury Social media policies with advice from **s22** team. The changes will reflect the recent court rulings around page owners being responsible for defamatory comments made by others on their page.

Questions at the end

Communications Branch

- Strategic Communications
 - Social media
 - Internal Communications
 - External Communications
- Campaigns
- Digital Delivery
- Creative Services
- Media and Speechwriting

Just cause I've got the chance to plug Comms branch... Summary of what the teams in our branch do...

Treasury's social media channels



Australian Treasury
9.1K followers • 181 following

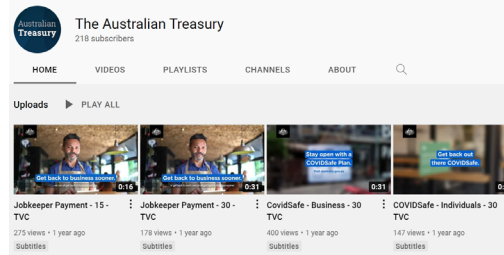


Australian Treasury
@Treasury_AU

[treasury.gov.au](https://www.treasury.gov.au)



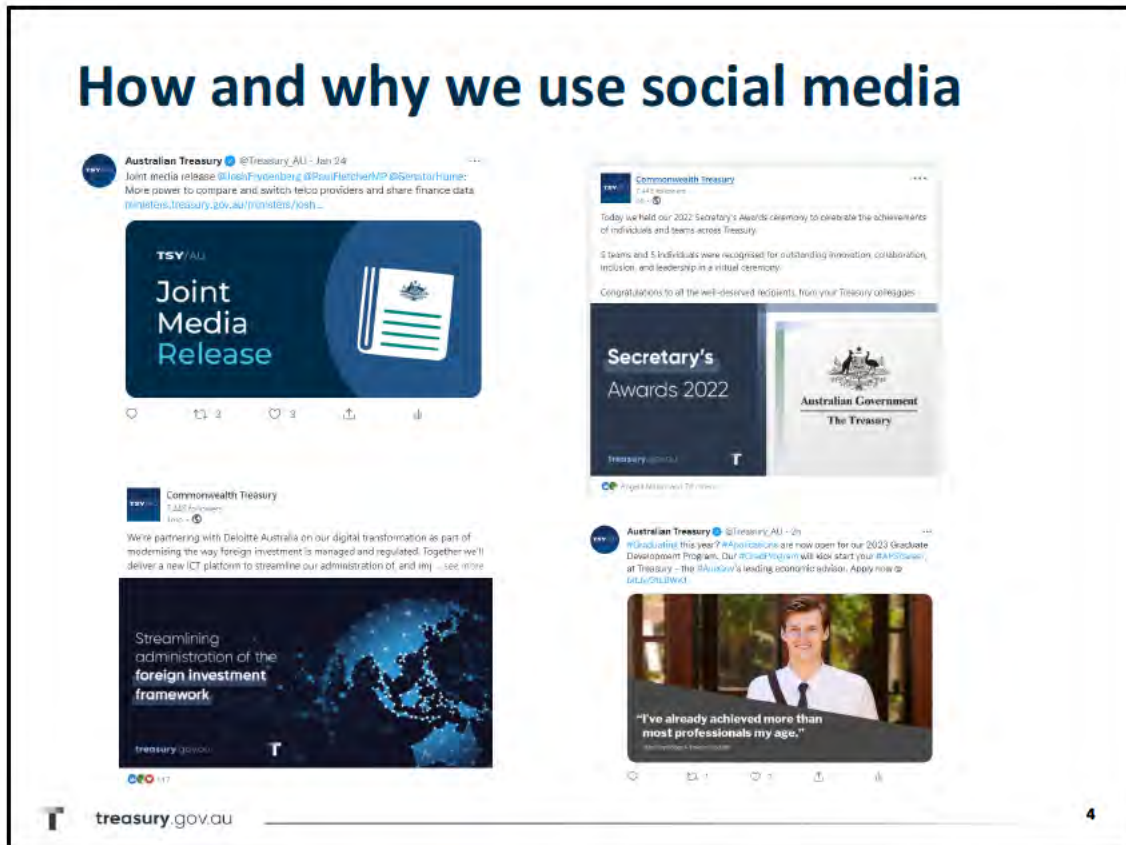
Commonwealth Treasury
Government Administration · Parkes, ACT · 7,448 followers



We have four social media channels: LinkedIn, Facebook, Twitter and YouTube – if you are on any of these, take a look at them and feel free to like and share the content.

I'll go through shortly what's appropriate engagement if you do decide you'd like to share.

How and why we use social media



We recognise the value of social media for effective public engagement and to enhance traditional forms of communications.

We use it to:

- share information about the department and its work
- to engage and develop active relationships with stakeholders and
- gain a better understanding of stakeholder attitudes.

We use our LinkedIn and Facebook to :

- showcase the impact of our work in the Australian community
- feature the contributions of Treasury people, the culture and individual work across the organisation; and
- spotlight career opportunities, including our Graduate Program.

Guidance you need to read

- APS Values and Code of Conduct
- Australian Public Service Commission's *Social media: Guidance for Australian Public Service Employees and Agencies*
- Treasury Social Media Policy

And now to the 'what you need to know'! – Again this information is to protect you and give you guidance as an APS employee when engaging online.

You absolutely need to read:

- the Australian Public Service Commission's *Making public comment on social media: A guide for APS Employees and*
- the Treasury Social Media Policy.
- (policy to be updated)

I'll go through some of the main points in both guidelines – but not all of them.

They are not long documents, so please make the time to sit down and read them this week.

1. APS Values and Code of Conduct

Key points

Impartial: The APS is apolitical and provides the Government with advice that is frank, honest, timely, and based on the best available evidence.

This means that as an APS employees you must:

- ensure your actions are impartial
- free from bias, and
- professional.

I know you've had a session on this already so very quickly - this is how the values applies to social media

The APS Values are set out in section 10 of the Act. One of the Values is:
Impartial: The APS is apolitical and provides the Government with advice that is frank, honest, timely, and based on the best available evidence.

This means that APS employees must:

- ensure their actions don't provide grounds for a reasonable person to conclude that they can't serve the government of the day impartially, and
- implement government policies professionally in a way that is impartial and free from bias.

Section 13(5) requires APS employees to comply with lawful and reasonable directions. These can include agency policies on the use of social media for work or personal purposes.

So taken together, the Code, APS Values and the Act impose expectations and obligations on employees.

Employees must act in a way that does not undermine the public's confidence in them and the ability of their agency to act impartially and to deliver government

services professionally and without bias. This clearly applies to activities at work and can capture conduct during non-work hours.

2. APSC Social media: Guidance for Australian Public Service Employees and Agencies

Key points

- APS employees have a right to personal and political expression on social media. This is **not an unlimited right**.
- Some of our obligations as public servants extend into our private lives, and must be balanced with our rights as citizens.
- Our personal behaviour can affect public trust in our agencies and the APS.

This is a must read.

It has great guidance about what not to do – down to liking and sharing other people's posts

Just a small number of the points covered in this document

- As an APS employee you do have the right to participate in public and political debate, but this is not an unlimited right. This is covered in the APS Vales and Code of conduct.
- In choosing to work in the APS, you will sometimes have to impose limits on your own personal behaviour.

This is because:

- your **views online** can reflect not only on **you as individuals**, but on **Treasury and the APS as a whole**.
- your **personal behaviour** can affect the **confidence the Australian community has in the integrity of the APS as an institution**.

So it's important to remember:

- social media can have far wider-reaching effects than intend — or, can often, be completely out of your control

- your posts can be taken out of context
- your posts may be perceived as fact not opinion – as you may be perceived as having access to privileged knowledge and influence within government.
- you are accountable for everything you write – even if you thought it was private or anonymous
- ‘Liking’ someone else’s post carries similar risks to posting the material yourself. This is because you can reasonably be perceived as endorsing the content

2. APSC Social media: Guidance for Australian Public Service Employees and Agencies

Your personal behaviour on social media can breach the Code of Conduct.

Understanding and assessing the risks

- your seniority
- the relationship between the topic of the post and the your work
- how extreme the expression of your view is.

PS employees' personal behaviour on social media can breach the Code of Conduct. The higher the risk that a post could undermine trust in the APS, the more likely it is to be inconsistent with the Code.

Understanding and assessing the risks

The risk of damage to public confidence will always depend on the circumstances of each case—expressing a personal or political view online will not necessarily undermine trust in the APS.

There are three key factors that can increase or mitigate the risk:

• **your seniority**, the community is more likely to believe senior employees' comments are based on specialised inside knowledge and the opinions of senior leaders and authority figures are given more weight than those of more junior employees. It's worth remembering too that Treasury is a central agency, perceived by many to be close to government decision making. So a questionable post made by even a junior Treasury employee may be assessed differently to a APS working at a Services Australia shop front in Port Augusta.

- **the relationship between the topic of the post and your work**. The closer the topic is to your day-to-day work, Treasury, or our Ministers, the greater the risk it can pose to public confidence in Treasury or the APS. On social media, our comments on some topics might be given greater weight—and cause greater concern—than similar comments made by members of the public, we may be perceived to have privileged access to knowledge and influence within government.

- **and how extreme the expression of your view is.** The risk to public confidence is greater the more extreme the behaviour and expression, including the tone and language of your posts. For example, if your extreme criticism or praise of a political party or a policy may lead a reasonable member of the community to believe you are so entrenched in your position that you can't put aside your personal views to behave professionally and impartially at work.

Your behaviour on social media can also affect public confidence even when the topic is less clearly related—or entirely unrelated—to your work. For example, a derogatory comments about a particular culture may raise questions about your capacity to serve the diverse Australian community. Or if you threaten violence or are being abusive in an online argument ,on even a non-political topic, this may call into question your professionalism and integrity, and can damage the reputation of Treasury or the APS.

This does not mean that you have to always be positive, polite, or even neutral online—the range of acceptable expression is broad. The question is whether a reasonable member of the community would conclude on the basis of the post you can't be trusted to work impartially, professionally, or with integrity in the APS.

To assess the risk you need to consider all three factors and think about whether a reasonable member of the community would conclude that you can behave impartially, professionally, and with integrity in your work, and whether Treasury or the APS as an institution can be trusted to implement the policies of an elected government.

3. Treasury Social Media Policy

Key points

- New version available soon
- We have protocols for official and personal use
- a breach will be referred to the Communications Branch and People and Organisational Strategy Branch for investigation

Tips to remember

- Don't use your Treasury email for personal social media accounts

Our current social media policy covers:

- employees personal use of digital and social media platforms
- guidance to managers if they need to address an employees use of social media
- how to use social media in a professional capacity

Our policy covers all social networking sites not just Facebook, Twitter, Instagram, Snapchat or LinkedIn. This means video sharing sites like YouTube and TikTok; blogs; online forums; Reddit and even comments sections on news articles.

If you do make a mistake contact us straight away. As misuse of social media can have serious consequences and a breach will be referred to Comms and POSB for investigation.

Personal use of social media

Some key pointers to remember

- Lock it down!
- You think it's private – it's not
- If in doubt don't post it
- 'Liking' or 'sharing'
- Someone sharing your 'private' post – did you know you're accountable?
- Comments on your accounts
- Joining a Facebook group
- Posting 'anonymously' – you're never anonymous

And here are some key pointers to remember. Again this is all covered in the two documents you need to read. But worth highlighting.

Some key things to note:

Lock your social accounts down – this means making sure all your accounts are set to private. Chances are people at Treasury have also had a look at your accounts – this is standard practice in all companies recruitment. When your up for your next rotation people may have a look. We would look at your accounts before we post anything with you in it where you are representing Treasury. **Protect your self by making your accounts private and not posting anything you wouldn't want a future employer to see.**

E.g Rob looking for a new job and friend posting pics of teenage days. Dep Sec contacted by ASX because a Treasury staff member liked a post about a new system,.

Don't post anything you don't want to be shared. E.g. As mentioned before, if someone takes a screen shot and shares it, you will be just as accountable as if you posted it yourself. Them sharing it is not the breach – your posting it in the first place is. (This goes for emails too)

Comments made by other people on your page. Keep an eye on the comments made on your accounts. If someone made a derogatory post about the Treasurer and you took no action would a reasonable person think you are impartial? Hide or delete.

You're not anonymous - Even if you're not identifying yourself as being affiliated with the Treasury, you can still be traced back to the organisation. There is a well known case you can Google about a public servant who was dismissed after making posts she made even though she had set up a fake profile.

And be aware that if your account is not locked down we do get people coming to us with concerns about non-work related content. E.g. drinking to excess. Keep them private so we don't have to have an awkward conversation.

LinkedIn!

- Use LinkedIn!

Do

- Update your LinkedIn and connect to our Treasury LinkedIn page
- Like, share and promote the work being undertaken by the department

Don't

- Share confidential information about your project. This includes:
 - Specific project details and descriptions

Treasury recognises the value of LinkedIn as an effective professional networking and communication tool.

LinkedIn is also used as part of Treasury's communications strategies to build engagement and relationships with our audience and stakeholders.

There are a number of benefits to Treasury staff being active on LinkedIn:

- Increase your online professional presence – LinkedIn is equivalent to an online resume, perfect for showing off your experience.
- Stay connected - follow known experts about the topics that mean the most to you.
- Assist Treasury improve its online presence by sharing our corporate messages.

When creating or updating a LinkedIn profile that includes your role at Treasury, staff must ensure that sensitive information is not disclosed such as specific project details and descriptions, and matters relating to foreign investment or national security.

Remember too that on LinkedIn your connections to Treasury is very clear and you

Unlike Facebook, LinkedIn is intended for professional interactions – only accept requests from people you know, or have met in a professional capacity. The Security team will speak about this more in your next session.

You can look up Treasury SES to see the types of things that they might post. An easy example is someone giving a speech at a conference and posting about that - great for

Treasury, public information

We always get phone calls and emails from staff asking if they can post (very risk averse) – if you are worried draft your post, send it to us then you can give advice then you can send to your SES saying we're ok with it.

What happens in an election year

- The APS enters caretaker period and all APS staff receives *Guidance on Caretaker Conventions*

Your personal use of social media

- The rules remain the same.
- HOWEVER there is much more scrutiny. You need to ensure you remain apolitical, impartial and professional.

Before we take any questions – I'll quickly run through a few unique aspects about what happens in an election year.

The APS enters caretaker period and all APS staff receives *Guidance on Caretaker Conventions*

Your personal use

- The rules remain the same.
- HOWEVER there is much more scrutiny. You need to ensure you remain apolitical, impartial and professional.

The APS Code of Conduct has rules about participating in political activities. POSB and your manager will be able to provide more advice about this.

How does this relate to social media?

What if you posted your support for one party and the other party won government? Consider the three risks we talked about before – seniority, connection to job but especially how extreme the view you are expressing is. Would a reasonable member of the public believe you could do your job impartially, professionally, and with integrity.

- What if you are campaigning for a candidate, proudly wearing a party t-shirt? You might be fairly anonymous in your neighbourhood, but what about if a photo of you

is taken and you're tagged and through that people can connect you to being an employee of Treasury?

If in doubt don't post, or speak with your manager, then us.

If you're worried about a post/photo etc of you let us know so we have a heads up and can provide you with advice.

Things to consider before posting

- How would it look for a person at my level to post this?
- What is the relationship between my work duties and the issue I want to post on?
- Is my post expressed in an extreme way?
- Would I be comfortable with my post going viral?
- Would a reasonable person think I am unable to perform my duties impartially or professionally?

So just to recap – here are a few things on the slide to consider and ask yourself before posting

How would it look for a person at my level to post this?

What is the relationship between my work duties and the issue I want to post on?

Is my post expressed in an extreme way?

Would I be comfortable with my post going viral?

Would a reasonable person think I am unable to perform my duties impartially or professionally?

Questions

If you're thinking it – someone else will be too. Please ask! **S 22** will make sure I'm not leading you astray...

Q. Can I attend a rally?

Other scenarios which could fall into the above is participating in —handing out how-to-vote cards, or volunteering for community organisations.

A. **There is no hard yes or no in answering this.** In all these activities, our personal behaviour can affect public trust in our agencies and the APS.

This is where you'll need to apply the principles of balancing personal rights and employment obligations and assess the risk.

- Your seniority,
- Your relationship between the topic and the rally, and
- how extreme is the rally or expression of the rally's view.

Also always reach out to your manager to discuss if you have any concerns or need clarification.

Contact us

If you have any questions, you can contact my team at:

s47E(d)

You can also contact me directly on s22

If you have any other questions after reading the APSC's Guidance on social media and the Treasury social media policy please email them through to my team at s47E(d) and we will help you.

And if ever in doubt please pick up the phone.

Treasury 2022 Graduate meet and greet

Monday, 14 February 2022 14:30-15:00

s47E(d)

Speaker	Dr Steven Kennedy, Secretary to the Treasury
Master of Ceremonies	Elizabeth Williamson, Chief Operating Officer

Audience:

Graduate Development Program participants	62 graduates + 5 AOFM graduates
Elizabeth Williamson	MC for Secretary session
Cristy England	Chief People Officer
Graduate Program Team	s 22 Director, Capability s 22 – Graduate Program Manager

Order of events:

14.30 pm	Secretary dials into WebEx. Elizabeth Williamson opens the session with an Acknowledgement of Country followed by introduction of the Secretary.
14:35 pm	Secretary delivers presentation (5- 10 minutes). Q&A with the Secretary.
15:00 pm	Elizabeth Williamson concludes the event.

EVENT OVERVIEW

Event commencement

- *Elizabeth Williamson to open session with Acknowledgement of Country*
 - I would like to begin by acknowledging the Traditional Owners of the lands on which we are gathering today, the Ngunnawal People, and pay my respects to Elders past, present and emerging.
 - I'd also like to acknowledge Aboriginal and Torres Strait Islander Peoples joining us here today.
 - Thank you all for being here on time. It's lovely to see so many faces on the screen and we are looking forward to meeting you in person.
 - It was lovely to speak with you last week as you started with us at Treasury. I hope that you are starting to feel more settled in.

Introduction of the Secretary

- It is my privilege to introduce Dr Steven Kennedy – Secretary to the Treasury.
- Dr Kennedy was appointed Secretary to the Treasury on the 2nd of September 2019.
- Prior to his appointment as Treasury Secretary, Dr Kennedy was Secretary of the Department of Infrastructure, Transport, Cities and Regional Development between September 2017 and August 2019.
- The Secretary has had an amazing career of service to the public, notably starting out as a trained nurse. He holds a PhD from ANU, he has worked for two Prime Ministers, led the Secretariat of the Garnaut Climate Change Review – update 2011, received a Public Service Medal in 2016 for his work on climate change policy, worked across many agencies and portfolios – including many years in Treasury – and, I understand like many of the Graduates, loves a good hike.
- Please join me in welcoming our Secretary, Dr Steven Kennedy.

Secretary

- Thanks, Liz, for that introduction.
- I would also like to start the session today by acknowledging the Traditional Owners of the lands on which we meet today, the Ngunnawal People, and pay my respects to their Elders past, present and emerging.
- I'd also like to acknowledge our Aboriginal and Torres Strait Islander employees who are joining us here today.
- I would like to welcome you all to Treasury, and those of you joining us from AOFM. I hope you have found the induction program so far interesting, exciting, insightful and inspiring.
- Prior to answering your questions, I thought I might start with a little about my history and the journey I have taken to become Secretary, talk about what our current opportunities and challenges are at Treasury, our expectations and my advice to you as you start your career in the APS.
- **Provide overview of career, professional background and experience working in the APS.**

Current priorities and challenges for Treasury.

- You are joining Treasury in the midst of a pandemic that has seen unprecedented challenges for the nation and the world.
- We here at Treasury have played a critical role in advising the Government about the economic impacts and policy responses to COVID-19, like JobKeeper, Homebuilder and various business support programs.
- We are continuing to monitor and advise on the labour market shortages, supply chain issues and other implications relating to the spread of the Omicron variant.
- This year there will be many opportunities that come from the early Budget, a looming Federal election, including a Pre-election Economic and Fiscal Outlook, and an incoming government brief.
- The diversity of the policy, program and regulatory work in Treasury is tremendous. And I am sure you have started to get an idea of this in your induction program.

What we expect of graduates and the value you bring to Treasury.

- To act with integrity in all that you do. For me, asking you to act with integrity means (SK to add personal reflections)

- To lead from the front, and by this I don't mean positional leadership but rather demonstrate leadership by being willing to share lessons, to challenge and be challenged and to work through complexity. Let what you do make a positive impact.
- Be apolitical. As public servants we provide the Government of the day with frank, honest and timely advice based on the best evidence available and implement its policies through projects, programs, regulations and services.
- To be agile. The last couple of years have presented many challenges and 2022 will be no different. Regardless of whether there is a change of Government, there will be changes in policy, programs and our work and we must be able to respond quickly and efficiently to deliver for the Government and the Australian community.
- Diversity of our workforce. Each and every one of you brings to the Treasury different skills, capabilities, thoughts, actions and motivations. By harnessing the benefits different perspectives bring, we are able to deliver better policy and services which are reflective of the needs of the community we serve.

Any advice to someone starting their APS career?

- Grasp all opportunities afforded to you – it might be formal learning and development or an opportunity to work on something outside of your area of expertise.
- Invest time in building your networks from the start – to deliver for the Government and the Australian people we need to work together with our Treasury and portfolio colleagues and our internal and external stakeholders.
- Look after yourself and your wellness. Apart from everything else that is happening, you are engaged in activities we know cause stress to people, starting a new job, moving locations, looking for accommodation, moving away from family and friends, and building new friendships. It's important that you maintain a regular connection with your manager and co-workers and seek assistance (through either your manager, the Graduate Development Program Team (GDP Team) or the Wellbeing Team) if you are struggling.
- But most importantly, enjoy your graduate experience and make the most of it as there won't be another experience like it.

- Invite questions from the cohort at the end of your address.

The Graduate Team will coordinate questions from graduates to the Secretary.

Closure of Session

Session concludes - Elizabeth Williamson to thank the Secretary for his address and the Graduate cohort for their thoughtful and engaging questions.

Background information

Graduate Development Program (GDP) Purpose

- The Graduate Development Program is a key entry level program into Treasury. Through work rotations and development opportunities, the program aims to develop recent graduates into effective Treasury employees who can work at their full potential and contribute positively to Treasury. The program's strategic objectives are to:
 - Provide a cohort of skilled graduates to meet Treasury's entry level workforce requirements; and
 - Develop a pipeline of talent for the future.

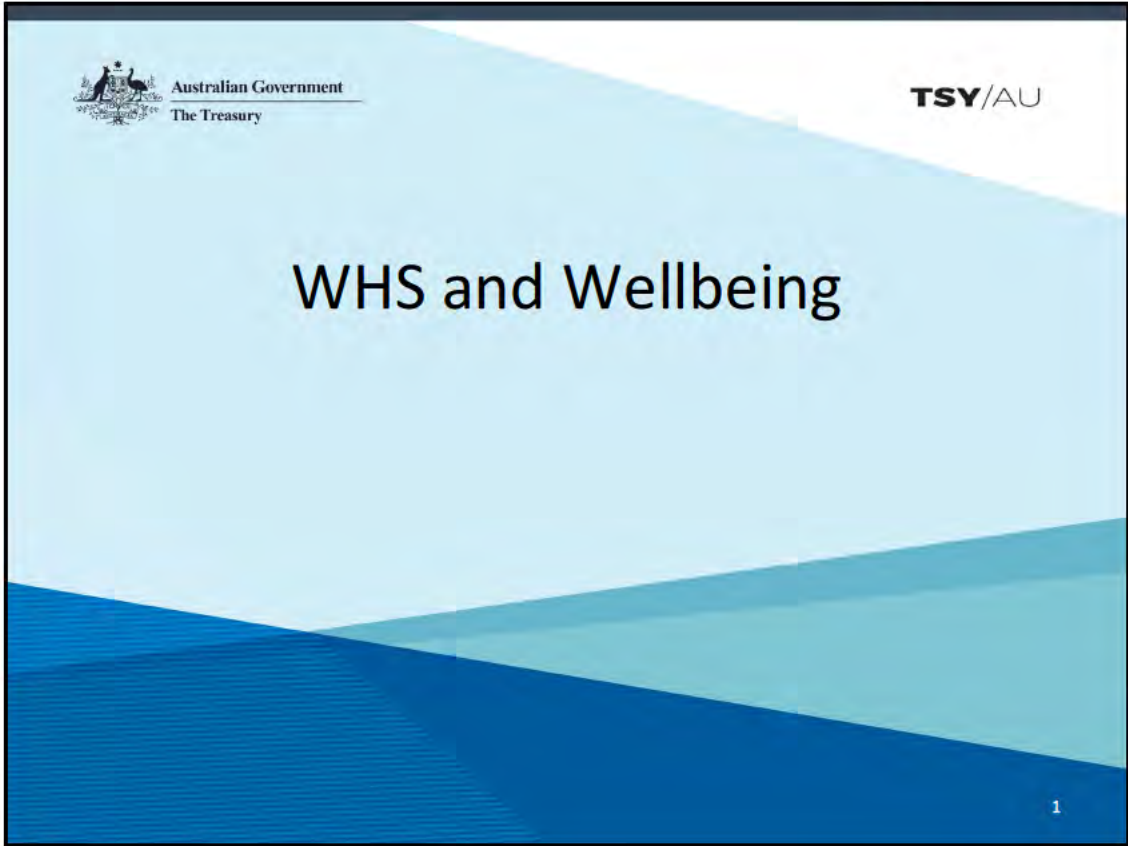
Requirements of the Graduate Development Program

- The Graduate Development Program offers recent university graduates the opportunity to join the Treasury and participate in a two-year development program commencing in February each year. The program provides an outstanding personal and professional development pathway to support graduates transition from study to the workplace.
- Graduates experience different areas of the department by participating in two one-year rotations ahead of a final placement on successful completion of the program. The two-year program also includes an induction, regular formal training sessions, seminars, small group coaching, mentoring and experiential activities.
- A Graduate's position in the Graduate Development Program is dependent on meeting all employment and development requirements. This includes meeting employment conditions, having their performance assessed, and participating in all mandatory development activities (including rotations and formal learning activities).

2022 Cohort Demographics and Diversity

- There are 62 Graduates in the 2022 cohort; 36 male and 26 female.
- 27 Graduates were recruited through the Treasury Graduate recruitment process.
- 34 Graduates were recruited through the Economist Stream process.
- 1 Graduate was recruited through the HR Stream process.
- 3 Graduates opted into the RecruitAbility scheme.

- 50 Graduates have relocated to Canberra to commence the program, including 16 from New South Wales; 6 from Western Australia; 10 from Queensland and 16 from Victoria and 2 from South Australia.
- Our new Graduates have qualifications from a range of universities including but not limited to: ANU, UNSW, Monash University, and the Universities of Sydney, Melbourne, Newcastle, Western Australia, Queensland and Canberra.
- The incoming Graduates have studied a wealth of different subjects and degree types — we have students with single and double Bachelor Degrees, Master Degrees, and Juris Doctor. While 35 of the Graduates have studied economics (not necessarily exclusively) the remaining have studied subjects including law, mathematics, commerce, finance, arts, political science, international relations, and psychology.
- Five graduates from the AOFM will be participating in the training component of the Treasury Graduate Development Program.



Welcome to todays workshop



We are the **Performance and Wellbeing Team (POSB : CFG)**

- Management and advice on work health and safety
- Wellbeing programs
- Rehabilitation and injury management
 - workers' compensation
 - non-compensable injury/illness
 - early intervention
- Performance management – but we've already spoken to you about that

➤ **s47E(d)**



People and Organisational Strategy Branch – Chief Operating Officer Division - Corporate and Foreign Investment Group
Early intervention



All of the information I am about to talk about is available via our intranet but feel free to reach out to us directly if you have any questions as there is a lot of info to take in.

Lets start with WHS – as you know if you have been able to complete the eLearning, we all have responsibilities under the WHS Act and it is really about keeping everyone safe

- A. Take reasonable care of your own health and safety at work
- B. Ensure your behaviour does not adversely affect others in the workplace
- C. Comply with any reasonable instruction, policy or procedure relating to work, health and safety and understand your responsibilities

COVID-19 (staff advice and related resources).

Work Health and Safety Compliance training

WHS Compliance Policy and Guidelines (incl. WHSMS)

→ if you fail to comply with these requirements, you can be prosecuted

PLUS risk management – think about what you are doing before you do it; is it safe; is there a risk you or someone else could be injured; if so, don't do it – take a moment to think about how you could do it safer – speak to your manager, speak to your HSR, speak to us

Incident management

All incidents in the workplace that have caused, or have the potential to cause, injury or illness (including near misses) *must* be reported.

s47E(d) report an incident (go to the same place to report a first aid event, application for home based work, a WHS query and a workstation assessment)

Potential hazards can be reported to:

- Property Services **s47E(d)**
- your Health and Safety Representative;

- your manager; or
- s47E(d)

Health and Safety Representatives

HSRs are elected to represent the H&S interests of their workgroup and they participate in the H&S Committee

We currently have 13 in Canberra and they are listed on the intranet – so feel free to reach out to your HSR if you have any questions

We also have WHCOs who provide information and support to staff on issues of workplace harassment, bullying, and discrimination – they are also listed on the intranet and we currently have 17 in Canberra

Emergency management

In the event of an emergency, feel free to dial 000 for police, fire or ambulance

First Aid

- Each office building has
 - appointed first aid officers with first aid kits who have completed first aid training – find out who yours is just in case you need them
 - defibrillators available in a number of locations
 - first aid rooms – in Canberra, it is located at CG.35 (C block, ground floor, behind the security guard station) - it has bed, phone, sink wheelchair, stretcher and first aid kit
- If you have a medical condition that might require a first aid response (e.g. epilepsy), please let your FAO know so they can develop a response plan in consultation with you in case you need it

Emergency Coordination

- Fire alarms are tested routinely – you will hear beep beep beep (prepare to evacuate) and whoop whoop whoop (evacuate)
- In the event of an evacuation, please follow the instructions of your manager and/or fire warden
- We have trained fire wardens s47E(d)
- Please ensure that you familiarise yourself with your evacuation routes and assembly points
- If in doubt, feel free to dial 000
- If you have a condition that could impact your ability to evacuate or require assistance from emergency services, please discuss this with your fire warden so that they can develop an emergency response plan



Lets talk about wellbeing – Treasury has many strategies to help you support your health and wellbeing and be the best that you can be, both at work and at home.

Early intervention

We provide support to you for any injury or illness whether it be work related or non work related – please just reach out to us so we can support you.

With regard to early intervention, if you have an injury or illness which is having an adverse impact on you in the workplace, and/or has the potential to be a long-term issue if not addressed. Assistance may be provided regardless of whether the injury or illness is work-related or not.

Treasury offers eligible staff the following early intervention assistance:

- up to \$800 (GST exclusive) reimbursement for out of pocket expenses associated with general practitioner appointments and/or allied health professional treatment (e.g. physiotherapy, occupational therapy or psychological counselling);
- a workstation assessment; and
- support aids, including ergonomic equipment and software and other reasonable incidental costs relevant to treating the injury or illness.

Lens reimbursement

Staff can claim reimbursement once every two years for a portion of the cost of glasses (which include the lens) or contact lenses. Staff seeking to make a claim with their private health fund need to do so before submitting a claim for reimbursement to the Treasury. The maximum reimbursement that will be paid by Treasury will be no greater than the gap amount once the benefit has been paid by the health fund.

The maximum reimbursement rate is:

- up to \$100 for single vision glasses/contact lenses; and
- up to \$160 for bifocal or multi-focal glasses/contact lenses.

Corporate Health Program and Lifestyle contribution

Corporate health program is an agreement with different health providers to provide discounts to Treasury staff by allowing you to access corporate membership rates e.g Club Lime, Club Pink, Fitness First - just contact the health provider directly and inform them that you work for the Treasury.

Annual payment of \$600 to help you maintain a healthy lifestyle e.g. gym membership, quit smoking, weight loss

Fluvax

Free onsite flu vaccinations or voucher program usually around May but in line with DoH advice – info will come out in April

Health checks

Treasury offers annual, confidential onsite health checks by a health professional to help you understand your medical health status with consideration for your family history, gender age and lifestyle choices

EAP

Benestar is our employee assistance provider and provides free confidential counselling and support for all Treasury staff, their immediate family members and other people they share a close relationship with – it doesn't have to be work related – the counselling service is available to help address a range of issues including family life, daily life, emotional wellbeing, work life, nutrition and other personal issues.

They also offer **s47E(d)** which provides a range of online self-help tools including informative fact sheets, self-assessment tools, videos, podcasts, meditations, blogs and a mobile phone app to assist you in dealing with issues affecting your personal life, work life, health and wellbeing.

I think particularly with COVID, this is a great resource to be able to provide so please don't be shy and reach out if you need to.



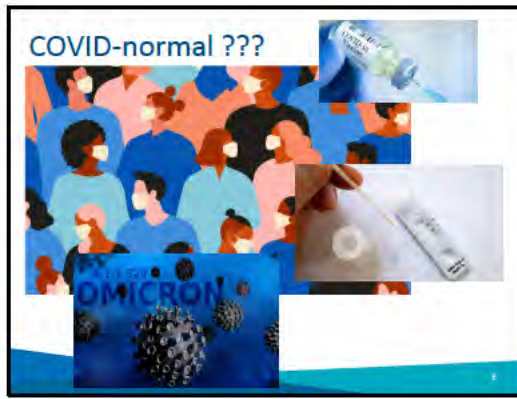
Whether you are working in the office or at home it is important that you ensure that your workstation set up is safe and that you apply safe work practices – your home workstation may look a little bit different

- Its all about having a relaxed posture – looking straight ahead at your monitor, elbows at 90 degrees, forearms parallel to the floor, feet flat on the floor or on a foot stool, an adjustable ergonomic chair that provides you with back and lumbar support
- You should have a full size keyboard, mouse, monitor and lap top – position your monitor directly in front of you as the primary screen and your lap top to the side so the screen is the same height as your monitor and ensure everything is within easy reach
- You probably don't have a sit-stand desk and that's ok – just stand up whenever you can, during meetings, phone calls etc
- Use whatever equipment you have available to set yourself up – I used to have my laptop on a cardboard box so that the screen was the same height as the monitor
- Take regular posture breaks that involve you getting up and moving away from your desk – ensure that you take a lunch break and try and get outside
- Give you eyes a break regularly – look out the window, turn your camera off so that you can relax and not look at the screen, do some stretching
- Try to avoid back to back meetings if you can and try to establish regular start/finish times so that you don't work too long

If you don't have an ergonomic chair, please consider buying one as you can claim this on tax – what you need is a chair with an adjustable height and back and some lumbar support – doesn't need to be expensive

While we are all working from home in response to the current COVID situation, we know that this can be isolating and it can be hard to get to know your colleagues when you first start, but Treasury has a lot of really good tools and practices to keep you connected – most teams/branches have regular meetings established to talk about work but also to socialise, some do quizzes, share recipes, play games – one branch even had a someone volunteer to take virtual karate classes! There is also some fund things for all employees – my favourite is the WFH colleagues and there is also Ready Treasury Cook.

- Most Treasury staff experienced this last year so feel free to reach out to your manager or colleagues if you are experiencing any issues
- We have some great resources on our COVID-19 intranet page – Information for carers and information for people living alone are just 2
- Please don't forget about our EAP if you or your loved ones need support as we've already mentioned



So lets talk about COVID and how things are looking in 2022 – what is COVID normal at the moment?

Most importantly, we need to stay flexible in our approach to work and life

- Things can change at the drop of a hat and we have to be prepared to adjust accordingly
- You need to stay informed of your local government advice and comply with any requirements
- Although we hope that we have seen the end of lockdowns, home isolation/quarantine is part of our current reality

COVID safe plan

- We have an incident management team that meets regularly
- We have a COVID safe plan that outlines how we mitigate the COVID risk
- Each office building also has a COVID safe plan which considers the size of the office, number of workstations etc which informs our transition back to the office

Increasing positive cases

- Positive case numbers have significantly increased – it's not a question of who has it when you go out and about, it is a question of who doesn't have it – assume everyone does
- We all probably know people who have tested positive or we may have even tested positive ourselves – certainly the likelihood of getting Omicron is much higher although thankfully the illness is less severe in most cases
- We have had over 130 staff report to us that they have tested positive – all non work related to date
- There has been an increase in absenteeism due to COVID illness and caring responsibilities which can make it harder to get our important work done – now more than ever it is vital that we work smarter and prioritise the important stuff
- So this can be a particularly unsettling time – if you find yourself worrying more than usual, that's ok and its to be expected
- Try not to focus on the numbers – yes they are high, but they are in line with the modelling our health experts told us about
- On a positive note, I think the increase in case numbers has destigmatised becoming infected – it has almost become normal now

Getting tested

- RATesting has changed the landscape as well as reduced some of the burden on PCR testing however, I am sure we can all appreciate they are in short supply and you cannot always get one when you need one
- If you do use a RAT and you test positive, you must notify your local health authority – that will allow them to advise you on next steps to help you stay safe and well and keep your loved ones and your community protected
- You must also notify us if you get tested by emailing **s47E(d)** **s47E(d)** – regardless of the reason for being tested or the test result

COVID safe behaviours

I know that you are all commencing in a time where everyone is working from home and you had some exposure to our COVID safe behaviours when you came in to collect your IT equipment, but when it is time to return to the office

- This will be done in a consultative manner with consideration for your personal circumstances – so expect to have a conversation with your manager
- We have limited space and workstations in our offices – so you may be adopt a hybrid model (part time from work and part time from home) for a little while
 - Some offices/teams have a roster arrangement – one week in the office and one week from home while others are based on red dot/blue dot workstation configurations
 - What they are designed to do is ensure that you work while maintaining a physical distance of 1.5m from other people when you are seated at your workstation
- You will need to comply with any local government direction which of course changes depending upon where you live and work – so, for example you will need to
 - Check in using our QR codes
 - Wear a mask at all times if you are in NSW and others are in the area or wear a mask except when you are seated/standing at your workstation in the ACT or wear a mask indoors in VIC
 - Comply with any max capacity signage displayed for offices, meeting rooms
 - Maintain your physical distance from others and avoid physical contact
 - Practice good hygiene – please use the hand sanitiser that is available

School/child care

If you are a parent, the resumption of F2F learning will be relevant for you

- It is understandable to be worries and concerned – will my child be safe? Will my child get COVID? What if my child isn't vaccinated? – and it's understandable that your child is concerned
- You will need to understand the school/child care COVID plan and be prepared to respond quickly should your child become symptomatic, test positive or be a contact – it may mean that you need to switch to home based learning and/or care giving responsibilities quickly so maintain that flexible attitude

Finally, accept that things have changed, and are likely to change again, and accept the new reality that we are living to help you adjust – remind yourself of how you have adjusted already to the range of changes since the pandemic started, and what helped you to adapt. Also think about how you used to navigate through your life and remember that you can successfully do the same now.

Conclusion

Questions & Comments?



Treasury ISB and MITPB

s 22 [redacted] – Director, Service Delivery

s 22 [redacted] – Director, Integration

s 22 [redacted] – Director, CMS, Tech & Enabling

s 22 [redacted] – Assistant Director, Service Delivery

Two IT Branches

Information Services Branch (ISB)

- Service Delivery
- Cyber Security
- Protective Security
- Information Strategy and Projects Unit
- IT Operations (infrastructure, network and cloud)
- IT Integration

Major IT Projects Branch (MITPB)

- *Overview – what's a Major IT Project?*
- *Business and IT – a Partnership*
- *Key areas and projects underway*

s47E(d)

- *How you can contribute*

Major IT Projects Branch - Overview

- In the course of your work at Treasury you will collect, create, manipulate and share information.
- As a public servant, you are required by law to keep records of your work. Almost all the information you work with will be kept as a record.
- Treasury provides you with dedicated repositories for storing and collaborating on information

What's a Major IT Project?

- In the course of your work at Treasury you will collect, create, manipulate and share information.
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Business and IT – A Partnership

- In the course of your work at Treasury you will collect, create, manipulate and share information.
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Key Projects Underway

- *Overview – what's a Major IT Project?*
- *Business and IT – a Partnership*
- *Key areas and projects underway*

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- *How you can contribute*

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- *Overview – what's a Major IT Project?*
- *Business and IT – a Partnership*
- *Key areas and projects underway*

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- *How you can contribute*

s47E(d)

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- *How you can contribute*

s47E(d)

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- *How you can contribute*

Information Services

Work undertaken by Information Services Branch aligns with the Enterprise Information Strategy

The collective Enterprise Information Vision:

A Treasury where information is well managed and utilised anywhere, anytime to create an effective policy environment to deliver outcomes that benefit Australians.

Optimised Information Management

Positive Information Experience

Transformed Organisation and Culture


Future Focused

The EIS is published on the Intranet

Helpful information

- Working from home and supplied equipment

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- Share productivity tips with your colleagues!
- IT has a “no wrong door” policy..
- Business Engagement and Business Partnership

Information Management and Record Keeping

- What are your obligations? Find out at the **Information Management and Recordkeeping** training on Treasury Learning.
- In the course of your work at Treasury you will collect, create, manipulate and share information.
- As a public servant, you are required by law to keep records of your work. Almost all the information you work with will be kept as a record.
- Treasury provides you with dedicated repositories for storing and collaborating on information

Buckets of Information

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Where to get more information/training

- Complete the 'Harmon.ie for Outlook' and 'Information Management and Recordkeeping' E-Learning modules
- Attend 'SharePoint Beginner Training' virtual training session.
- All are available through *Treasury Learning*
- Talk to your colleagues

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- *Overview – what's a Major IT Project?*
- *Business and IT – a Partnership*
- *Key areas and projects underway*

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- *How you can contribute*

How you can contribute

- *Overview – what's a Major IT Project?*
- *Business and IT – a Partnership*
- *Key areas and projects underway*

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- *How you can contribute – Feedback!*

DRAFT

**Australian Government****The Treasury**

Welcome to the Department of the Treasury. This will assist you with connecting your laptop to the Treasury network remotely. The Treasury works on a **PROTECTED network**. You should never allow non-treasury staff to access your laptop, write down passwords, credentials, and sensitive information, or print Treasury material from home. Another way think about it is the "need to know" principle. i.e. Don't talk about or share official or protected treasury information with people that do not have a need to know. Social media is a perfect example of where Treasury information should not be discussed or posted. This includes your position or roles and responsibilities.

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FIND TREASURY ON   



Welcome, and general comments.

I would like to acknowledge the traditional owners of the land on which we meet today and pay my respects to their Elders both past and present.

Overview

- Welcome to Budget
 - s22 2022-23 Budget Coordinator
- Introduction to the Budget
- In conversation
 - Neena Pai, Assistant Secretary, Budget Policy Division
- Exercise: Briefing our Executive
- About us
- Key contacts and questions

2

Introduce ourselves and run through overview.

Today we are aiming to avoid jargon, abbreviations and acronyms wherever possible. If we accidentally fall back on any of these – tell us!

The main event – The Budget



s 22

Being in Budget Policy Division, we care a lot about the budget. Each year, the media descends on Canberra for the federal budget. Here's last years update from political journo Laura Tingle –

[play clip – **MUST STOP AT 4:13**]

The Budget is something we do every year, and have done since Federation

But why do we do it?

Why do we do the Budget?

1. It's the Constitution, it's the Charter of Budget Honesty, it's the vibe

2. Outlining the Government's fiscal strategy

3. Transparent decision-making

4

The simple answer is – because the charter says we have to

Number 1 –

- charter is not very prescriptive, does require a few things.
- How the economy's performing and what the government's ledger looks like – what's being spent, saved and borrowed

Number 2 –

- fiscal strategy - Government's way of telling us what they plan to do.
- This was updated in 2020 – in response to the COVID-19 pandemic, and very different economic and health landscape we were operating in.
- new fiscal strategy aims to achieve sustainable, business-led growth which supports new jobs. With this goal, the aim is to ensure that if there's another crisis in the future, we're in a good position to respond.

Number 3 –

- Ultimately – mostly there to support transparency of government decision-making.
- Things like outlines of decisions, spending with States and costs of government administration are also captured.

What does it look like?

The Budget Papers

The Treasurer's Budget speech

We printed over 2,000 copies of each 2021-22 Budget document

Retail products:

- Budget glossies (x5)
- Budget website
- Media releases
- Animations & social media
- Other products

5

The Budget documents are the Government's documents – we help them to produce them. Everything is cleared through the Treasurer's Office and Finance Minister's Office.

- Historically – Finance was a part of Treasury. Two sides of the same coin.

[play first animation]

1. Budget papers [play second animation]

2. and the Budget speech)

- Budget speech – the Treasurer addressing the parliament and people with the highlights of the Budget and framing @ a high level (also published as a book)
- BP1 - charter obligations and the government's narrative
- BP2, 3 and 4 – transparency – they are the foundation that support the narrative in BP1

Who is interested?

- Each year the Tsy hosts a Budget lockup for two groups: journalists & stakeholders
 - Good journalists look at BP2, know how to read the forecasts in BP1 – they translate this into the media articles that inform the public
 - Stakeholders include other MPs/Senators, reps from peak bodies & think tanks, etc

2. Budget website and glossies, **animations & social media**

- Budget glossies – these are our retail products – taking off our Treasury hat, and putting on the hat of an Australian who isn't an economist. What do people get out of

the Budget?

- Website – all of the documents go onto the Budget website... it's how most people access the work we do.
- Animations & social media –

[animation – we printed over 2000 copies of each of the Budget papers, speech and budget glossies]

The published documents are the last step in a long journey...

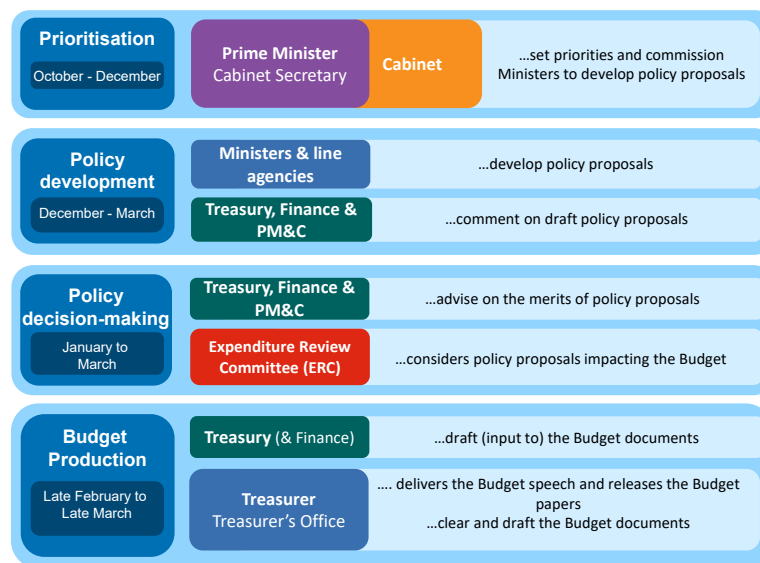
Be aware of security

- In short, budget is sensitive – remember don't talk about budget outside of work!
- Remember to secure your keys, containers and all documents before you leave. Be conscious of leaving sensitive documents around if you leave your desk.
- Don't discuss budget measures (or other sensitive information) when people are being escorted are around.

6

- In short, budget is sensitive – remember don't talk about budget around your friends or family!
- In the office, don't leave documents lying around or cabinets open.
- Don't discuss budget measures (or other sensitivities) when people being escorted are around.

How do we get there?



7

In short – it takes a long time

The journey to the 2022-23 Budget started back in October last year.

- It takes a long time to get from deciding what we're going to do, to publishing the details in the Budget

So what are the steps? You can divide it into 3Ps:

1. Prioritisation
2. Policy (development and decision-making)
3. Production

1. Prioritising:

reflects that different ministers and departments have different agendas and ideas about what policies will support the Government achieving its fiscal strategy and other objectives

- Ultimately – a few people decide what is a priority.
 - PM & CabSec – 2 key players.
 - Cabinet / Exp. Review Committee – key role in deciding what priorities are.

2. Policy – development and decision-making

This is a long one!

you can see there's some crossover in timing – it's a fine line between development and decision-making.

In the development phase, Ministers and line agencies work up the ideas that the PM &

others agree are priorities into detailed policy proposals.

- It's an iterative process – it takes time and lots of lots of constructive feedback from other departments and agencies to provide outside perspectives to help improve the proposal before it goes ahead for consideration.
- In this phase, Treasury and the other two central agencies – Finance & PM&C – also provide comments. A team or teams in each department will ask questions and suggest changes to improve the submission.

In the decision-making phase, Expenditure Review Committee considers these policy proposals at regularly scheduled meetings.

- This is an acronym you'll get used to. ERC does just what it says on the label – review proposals with financial impacts
- At this point, proposals are finalised. Treasury, Finance and PM&C (“the central agencies”) advise ERC on the merits of policy proposal – and our view of what's happening across government helps put proposals into perspective. The Government is still thinking about priorities!

3. Production

Once decision-making is done. Treasury gets the Budget documents ready. Finance is also responsible for parts too.

As the Budget's hub, BPD gets some extra people to help out and cranks into gear. But ultimately, the Budget involves a cast of thousands, and collaboration and communication across the department.

Late nights and short turnarounds

Whatever we produce as a department goes through the Treasurer's office. This happens in stages – the office sees drafts, we action their feedback, and the Treasurer (and office) are responsible for signing off on the final products.

Expenditure Review Committee of Cabinet



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We know what ERC does – but **who** is ERC?

Ministers – [list out, click for each one]

- PM
- Tsr
- FM - Birmingham
- DPM – Barnaby Joyce
- Minister for Trade, Tourism and Investment – Dan Tehan
- Minister for Families and Social Services – Anne Ruston
- Minister for Home Affairs – Peter Dutton
- Minister for Employment, Workforce, Skills, Small and Family Business - Stuart Robert
- Minister for Emergency Management and National Recovery and Resilience – Bridget Mckenzie

In addition –

- Ministers bringing forward proposals are invited to attend ERC for discussion of their policy proposal
- And senior public servants from Finance, Treasury & PM&C also attend

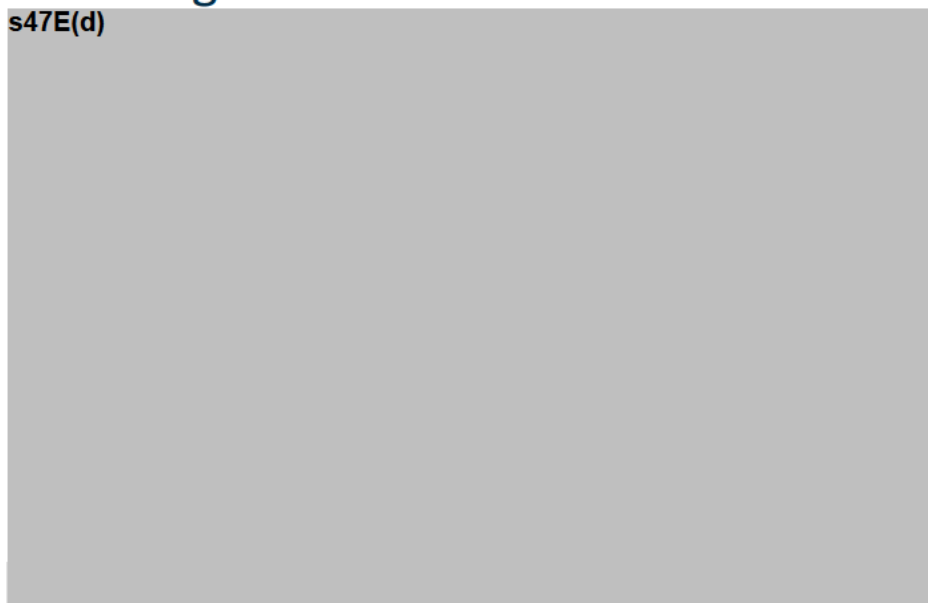
Working with the other central agencies – we try to build a consistent position on each proposal in order to be influential with all members of ERC.

Ultimately the Minister we care most about and we need to support at ERC meetings is

the Treasurer! We directly brief the tsr.

Briefing the Treasurer ahead of ERC meetings

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I guess you may be wondering how we provide advice to Government on policies coming forward for expenditure review committee consideration:

- Prior to ERC, Treasury Policy areas will brief our Department Secretary's or Jenny in the case of Fiscal Group on New Policy Proposals are being brought forward to the expenditure review committee.
- Our Department Secretary will then brief the TSR on the main focus points in each of the policies coming forward..
- A few products we use to brief the TSR include Greens, pinks, blues and the overview note. If you are wondering why we call these briefing products by colours.... It's because these briefs are printed on green, pink and blue paper.

Green and Pink briefs are the main decision-making tools that Ministers rely on in the room. They provide a more concise summary of the cabinet submissions.

Department of Finance drafts Greens summarising payment and non-tax receipt proposals in a submission.

Treasury drafts Pinks summarising tax receipt proposals in a submission.

Blue briefs are drafted only by Treasury and provide a very concise summary of the submission.

In the lead up to ERC, BPD coordinates drafting of the overview note, which includes a couple of strategic points for each agenda item at that meeting.



Australian Government
The Treasury

TSY/AU

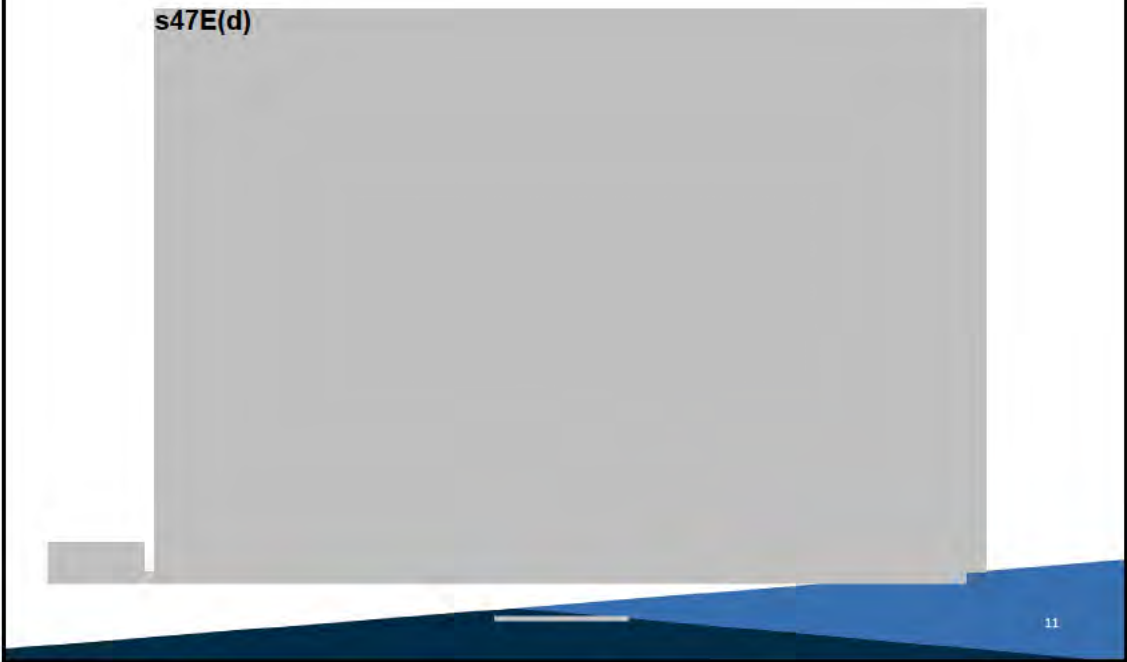
In conversation

Neena Pai

Assistant Secretary, Budget Policy Division

Exercise: pre-brief

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11

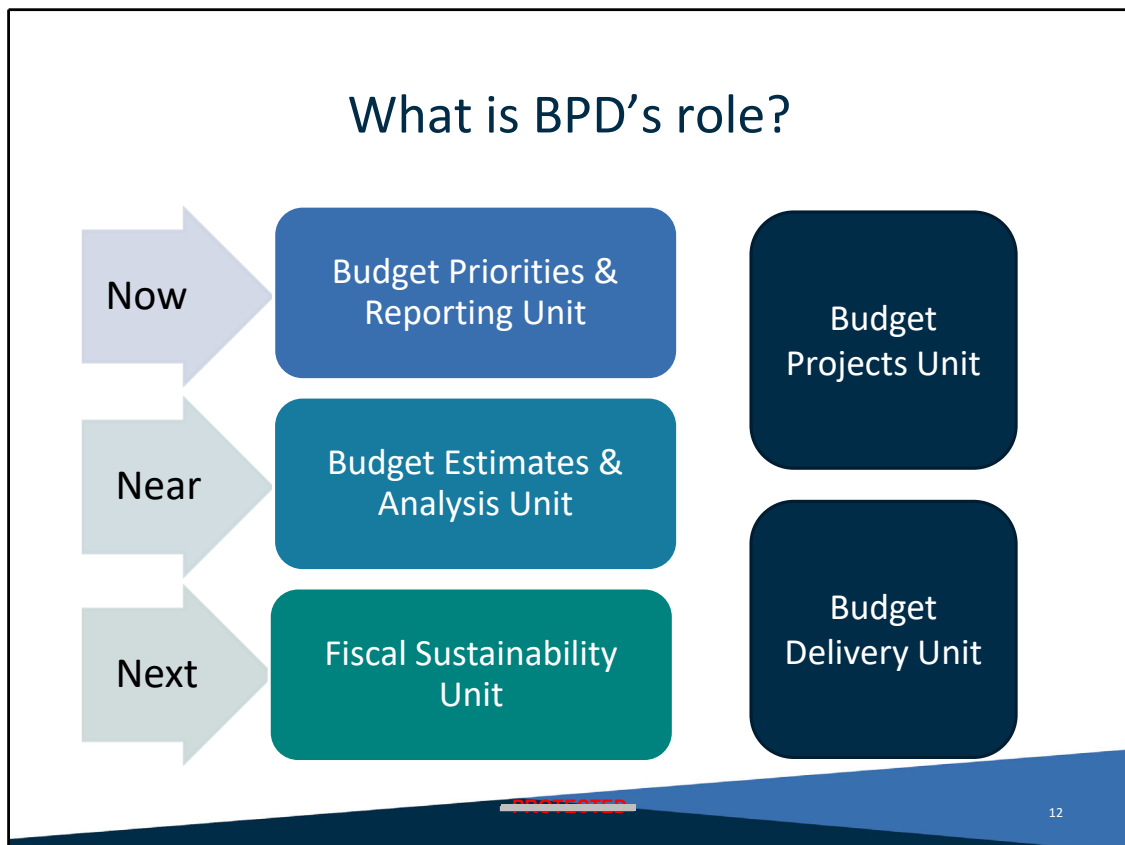
One way we brief the Treasurer – “blue briefs”

- So called because it is printed on blue paper
- It highlights key points, risks and sensitivities + financial impacts of proposals being considered
- Key points would include
 - a proposed action that the Treasurer should take or key thing the Treasurer should know – open with this, don’t bury the lede.
 - relevant context in this space, such as “is something already being done by the Government here?”

Group activity: blue brief exercise (15 mins for exercise, 2 mins each for debrief)

- We’ve pulled 10 articles from the AFR – and are going to split you into 10 groups
- When you get into your groups, work out someone who’s going to report back to whole group
- **Task: Thinking about everything you’ve heard – summarise the article in three key points**
- Key things to keep in mind:
 - Make your first point your killer headline point
 - Aim for about a sentence per point – and keep your sentences as short as you can

- Think about context and whether its reasonable to assume prior knowledge – people are busy and won't necessarily remember what happened last time
 - Keep it simple and non-technical. The Treasurer's colleagues in ERC might have no technical background on an issue – what would convince or interest them?
-
- How to think about: if you wanted to convince, what are your top 3 points?



Who's who in BPD and what are their roles?

BPRU – care about decisions

- From priorities, to proposals being considered by ERC, right through to decisions and how they appear in the Budget – we have our eye on all the decisions being made across Government from the beginning until the end – and a large part of this is through our measures and pressures tracking.
- We follow the process closely by working with Finance and our policy areas across Treasury. We review and monitor cabinet submissions, as coordinate supplementary ERC briefing products nicknamed greens and blues. ERC members receive supplementary briefing product called Greens are drafted by Finance and provide a summary of the proposal going to ERC, but also provide the central agencies positions on the proposal (e.g support or do not support). and Blues are drafted by the Tsy policy areas for the Tsr only, providing advice on what position he should take.
- Contact BPRU if you are tracking an active or potential government decision, have a new policy proposal, or are feeding into the decision making process.
- Budget Statement 1 (Overview) and Budget Paper 2 (Measures) [, plus others]

BEAU – they're our accountants – they care about the full picture of the ledger over the next few years

- How financial impacts of decisions change over time
- Debt and borrowing positions
- Budget Statement 3 (Fiscal outlook)[, plus others]

FSU – they’re our fortune tellers

- Advise on the Budget position & government investments in the medium term
- Assets, liabilities and funds
- And for generations ahead
- [random assorted budget statements]

Budget Projects Unit

- Newly established unit, to provide support during the busy MYEFO-PEFO-Budget period, and lead BPD’s input on the strategic issues briefing process and other cross-cutting projects

Budget Delivery Unit

- Newly established unit, to lead the coordination across Treasury of the Budget, MYEFO and other fiscal updates.
- To progress opportunities to improve and innovate the Budget and MYEFO processes.

QUESTIONS?

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Offer to field questions?



Risk and Fraud, Public Interest Disclosures and Conflict of Interest

Risk and Governance Team

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Risk and Governance team

The Risk and Governance team are part of Treasury's Strategic Coordination and Communications Division.

The core functions of the team are to manage Treasury's:

- Enterprise risk management framework
- Business continuity framework
- Internal audit program
- Integrity frameworks including:
 - Fraud and corruption control
 - Conflict of Interest
 - Public Interest Disclosure

Today we will introduce you to some of these functions that you need to be aware of, and engage with, as part of your employment with Treasury.

Risk management, in practice, is about helping you to achieve your objectives, in a way that avoids negative outcomes.

It may even reveal opportunities you hadn't considered.

Risk Management is a straight forward process:

- Identify and understand what it is you want to achieve
- Plan how you will do it
- Consider what could go wrong
- Make decisions about how you will prevent or deal with those things, or the level of comfort you have for things to go wrong
- Put in place the processes and tools needed based on your decisions
- Monitor and review processes to make sure everything is going to plan or to act if it is not
- Achieve your goal

We practice risk management every day, often without thinking of it in those terms

For example, just getting to work requires:

- Planning to achieve the desired outcome: will I drive, walk, take public transport
- Understanding the risks: if I drive I could get into an accident at that bad intersection, if I catch the bus I might be late, if I walk I might turn up looking like a tomato and have to head straight into a meeting
- Putting in place controls to mitigate the risks: I'll take an alternative route to avoid that intersection, I'll catch an earlier bus, I'll leave early and avoid the heat

Think about some of the decisions you've already made today that would be considered risk management

At Treasury, we believe in a positive risk culture.

What does this mean?



A positive risk culture is one where staff at every level appropriately manage risk as an intrinsic part of their day-to-day work. Such a culture supports open discussion about uncertainties and opportunities, encourages staff to express concerns, and maintains processes to elevate concerns to appropriate levels.

Engaging with risk from the very start of whatever task we are undertaking helps us to:

- Better understand the task – what do we need to go right and what could go wrong
- Better plan to deliver the required outcome
- Avoid potential problems, or at least be ready to deal with them should they occur
- Capitalise on opportunities that might arise while working on the task
- Take appropriate, thought out risks to achieve success – and actively manage these risks



What is Fraud?

Fraud against the Commonwealth is defined as:

“Dishonestly obtaining a benefit, or causing a loss, by deception or other means”.

Fraud requires intent, and is not the result of carelessness, accident, or error.

Why do people commit fraud?



Pressure: motivation to commit

Opportunity: situation that enables

Rationalisation: mindset to justify

What is the impact of fraud?

Financial / Non financial

Government outcomes

- Undermines the government's ability to achieve intended outcomes
- Programs shut down, objectives not met
- Services not delivered

Human impact

- Not a victimless crime
- Direct impact on those that rely on government services

Reputational

- Erodes trust - negative impact (global and national)
- Employee morale and performance – decrease in productivity

Case Studies

A Trusted Insider

- An Australian Bureau of Statistics (ABS) employee disclosed sensitive and unpublished ABS data which he obtained as a Commonwealth official.
- This information was used by an associate to conduct trades on the foreign exchange derivatives market, generating a profit in the realm of \$7million.
- Both men were sentenced to prison.

The value of information

- A criminal group coerced a government employee to leak information in exchange for cash.
- The government employee obtained the information and sent it by text message to alleged gang members.
- The criminal group then used the information to commit further crimes.

Treasury's approach to fraud and corruption control?



- Zero tolerance for fraud and corruption
- Conduct fraud risk assessments
- Fraud awareness training
- Conflict of Interest disclosure regime
- Lobbyist contact register
- Fraud and Corruption Control Framework
- Culture of prevention
- Encourage and support staff to speak up
- Investigation protocols
- Recovery of losses

Who is responsible for preventing fraud?

All of us

What are our role and responsibilities?

- All Treasury officials, including contractors and secondees, are required to:
 - ✓ Behave in an ethical way
 - ✓ Adhere to Australian Public Service (APS) Values, Code of Conduct and comply with Treasury policies
 - ✓ support the department's fraud and integrity framework, including:
 - annual fraud awareness training
 - fraud and integrity risk control processes
 - report any issues regarding behaviour or non-compliance (whether intentional or not)
 - declare any conflicts of interest (real or apparent)

Conflict of Interest...?

Your decisions as Australian Public Servants must be made impartially and not be influenced by your own personal interests or other people.

A conflict of interest may be:

- a **real** conflict:
When there is a conflict between your role and your personal interests or circumstances that improperly influences you in the performance of your official duties
- an **apparent** conflict
When it appears that your personal circumstances could improperly influence the performance of your duties, but this is not in fact the case

Conflict of Interest...your responsibilities?

- Proactively take reasonable steps to avoid or manage conflict of interest
- Assess personal circumstances (financial and otherwise) and relationships including outside employment, family members
- Reconsider at appropriate times i.e. change in role or responsibility
- Seek approval to engage in outside employment
- Disclose personal circumstances as they become apparent

Key Message....if in doubt declare

Guidance....?

- Treasury's Conflict of Interest Policy
- Seek advice – supervisor, Risk and Governance team

How to make a COI disclosure?

- In writing to your manager
- Aurion Employee Self Service

If I report a fraud or other wrongdoing, am I protected?

Protections for officials reporting serious wrongdoing that fall within the definition of *Public Interest Disclosures Act 2013* (PID Act) are available under the Treasury's Procedures for Public Interest Disclosures:

<https://treasury.gov.au/sites/default/files/2019-03/Public-Interest-Disclosures-2018.pdf>

What is the PID Act?

Public officials (disclosers) who suspect wrongdoing within the Commonwealth public sector can raise their concerns under the *Public Interest Disclosure Act 2013* (PID Act).

The purpose of the PID Act is to:

- encourage and facilitate public interest disclosures by public officials
 - ensure public officials who make public interest disclosures are supported and protected from adverse consequences
 - ensure disclosures by public officials are properly investigated and dealt with
-
- Commonwealth Ombudsman is responsible for overseeing and reporting on the PID Scheme.

What do Public Interest Disclosures cover?

Conduct which may be the subject of a PID includes, but is not limited to:

- a contravention of the law
- corruption
- perverting the course of justice
- maladministration
- an abuse of public trust
- falsifying scientific research
- wastage of public money, or
- conduct that is a danger to health, safety or the environment

Avenues to disclose...

Disclosures can be made to:

- Your supervisor

Or any of the following authorised officers:

- The Secretary
- Deputy Secretary, Corporate and Foreign Investment Group
- First Assistant Secretary, Strategic Coordination and Communications Division
- Assistant Secretary, Executive Coordination and Governance
- Director, Risk and Governance

If you have information about suspected wrongdoing in another Commonwealth entity other than Treasury, you should contact an authorised officer in that agency.

Legal Framework

The legal framework that governs fraud, integrity and compliance activities, includes:

- *Public Governance, Performance and Accountability Act 2013* (PGPA Act)
- *Public Interest Disclosure Act 2013* (PID Act)
- *Crimes Act 1914*
- *Criminal Code Act 1995*
- *Public Service Act and Regulations 1999*
- *Privacy Act 1988*
- *Freedom of Information Act 1982*
- Commonwealth Fraud Control Framework 2017 including the Fraud Rule, Fraud Policy and Fraud Guidance

If you see something, say something..

Reporting fraud

Report to: Director, Risk and Governance

Email: s 47E(d)

Phone:

In writing: Treasury, Langton Crescent, Parkes ACT 2600

All correspondence should have the security classification of 'Sensitive: Personal.'

If you have questions...

Public Interest Disclosure (PID)

s 22

or

s 47E(d)

Conflict of Interest

Contact your manager or

s 47E(d)

Risk Management

s 47E(d)



Parliamentary

What we do and how to contact us

What we do

Across Treasury, there are a range of mechanisms for communicating with our Ministers and the broader Parliament. The Parliamentary Unit provides guidance and support across Treasury to facilitate quality and timely information to our Ministers and the Parliament, including Cabinet. The Parliamentary Unit is your key resource for understanding the different types of Ministerial and Parliamentary processes, making effective use of our systems to undertake these tasks and hitting the mark for content and timeliness.

The Parliamentary Unit is comprised of three teams with key areas of focus:

- **Ministerial Processing and PDMS Technical Support Team**
 - Ministerial Correspondence
 - Ministerial Submissions and Briefs
 - PDMS training and technical support
- **Cabinet Liaison Team**
 - Coordination of Treasury-led Cabinet and sub-committee submissions
 - Circulation of Cabinet documents via CabNet+
- **Parliamentary Business Team**
 - Question Time Briefs
 - Coordination of Senate Estimates
 - Questions on Notice
 - Parliamentary Inquiries
 - Tabling

How to contact us

Ministerial Processing

s47E(d)

PDMS Technical Support

Cabinet Liaison

Parliamentary Business

More Information

Check out our intranet page for more information: s47E(d)

From: s 22
Cc: [Graduate Program](#); s 22; [England, Cristy](#)
Subject: IMPORTANT - Monday 7 February 2022 [SEC=OFFICIAL]
Date: Sunday, 6 February 2022 4:43:15 PM
Importance: High

~~OFFICIAL~~

Hi 2022 Graduates

One more sleep

We (the Grad team and our Security team) are continuing to monitor the situation regarding the protest activity noted. The Treasury building area has been quiet throughout the weekend and security managers in the precinct have reported no issues. The AFP have not indicated any specific issues are expected for our building.

Based on the current situation, we are proceeding as planned. Our email on Thursday included a map, and we recommend you park in the Langton Cr carpark (identified on the map) or the Newlands Street carpark. It was not highlighted on the map, but runs off Langton Cr and is adjacent to the Treasury Building.

Please note, as there is likely to be protestor activity at Parliament House through the week, when collecting your IT equipment, please do not linger or sightsee in the Parliamentary Triangle.

Please keep an eye on your email as we will provide any updates tomorrow or on Tuesday.

Thanks s 22 and s 22

Capability | People and Organisational Strategy Branch | Corporate and Foreign Investment Group
The Treasury, Langton Crescent, Parkes ACT 2600
M: s 22 | Email: s 22 [@treasury.gov.au](mailto:s 22@treasury.gov.au)

The Treasury acknowledges the Traditional Custodians of Country throughout Australia. We pay our respects to Elders past and present. We recognise and celebrate Aboriginal and Torres Strait Islander people as the First Peoples of Australia and their continuing spiritual and cultural connection to land, sea and community.

~~OFFICIAL~~

From: [Graduate Program](#)
To: [Graduates 2022](#); s 22
Cc: [Graduate Managers c2022](#); [Graduate Program](#); s 22
Subject: IMPORTANT - All Things Budget and BPD Session | Graduate Induction and Orientation Program
 [SEC-OFFICIAL]
Date: Tuesday, 22 February 2022 10:27:00 AM
Attachments: [Team 1 - Budgets under threat in housing downturn.pdf](#)
[Team 2 - Costs push up inflation.pdf](#)
[Team 3 - Dark cloud looms over country's property market.pdf](#)
[Team 4 - Delay budget repair 'until rates climb'.pdf](#)
[Team 5 - Falling GigSuper hit up crowd for funds.pdf](#)
[Team 6 - Fall in coronavirus cases offers salve for inflation.pdf](#)
[Team 7 - Iron ore rally could add \\$6.5b to revenue.pdf](#)
[Team 8 - Reopening of border predicted to ease worker shortages.pdf](#)
[Team 9 - Time running out on Hayne compo recommendations.pdf](#)
[Team 10 - Younger women 'gained most from tax cuts'.pdf](#)
[image001.png](#)
[image002.png](#)
[image004.png](#)
Importance: High

~~OFFICIAL~~

Hi Grads

Please find 10 articles attached.

You will refer to these in today's *All Things Budget and BPD*, breakout sessions.

Thanks s 22

~~OFFICIAL~~

s 22 — **Assistant Director Graduate Program Team**

Capability, People and Organisational Strategy Branch

P s 22 M s 22

The Treasury acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures and to elders both past and present.

LGBTIQ+ Ally



AUDIENCE

Graduates and Graduate Managers

CATEGORY

Human Resources

Handbook

Graduate Development Program

For further information or questions, **s47E(d)** or email **s47E(d)**

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Purpose

This Handbook outlines key information about the Treasury Graduate Development Program (GDP), for Managers and Graduates. It outlines program requirements, commitments, roles, and support for Graduates.

Where a matter is covered by a separate Policy or Guideline (e.g., Probation, Performance Development System etc.) full details are not replicated within this Handbook. Graduates and Managers should refer to the specific Policies or Guidelines as required.

Overview

Treasury's two-year GDP offers targeted training and development with two, 12-month, work rotations across different groups of the Treasury. Graduates will develop their skills, knowledge, and confidence to become fully effective Australian Public Service (APS) employees.

The GDP includes induction, regular formal training, workshops, seminars, and small group peer coaching, as well as a final placement on successful completion of the program.

Program Learning Outcomes

The GDP is one of the key entry level programs into the Treasury. Through work rotations and development opportunities, the program aims to develop Graduates into effective APS employees who can work at their full potential and contribute positively to Treasury's culture.

By the end of the GDP, participants will:

- Have expanded their knowledge of the Treasury and the role Treasury plays in contributing to government policy that affects all Australians.
- Understand and fulfill their obligations as an Australian Public Servant.
- Be able to apply relevant legislation, policies, and guidelines to their work.
- Demonstrate the behaviours expected of APS staff by the Treasury, including upholding the APS Values.
- Undertake work to a high standard, applying the skills, capabilities, and knowledge from their qualification in their Treasury workplace.
- Be a capable, confident, and high performing employee of the Treasury.



Roles and Responsibilities

Graduates

The Graduate is central to the GDP. The Graduate is responsible for:

- Being an active learner at all stages and in all aspects of the GDP.
- Ensuring participation in all learning throughout the program including workshops and coaching sessions, self-paced learning, and workplace opportunities.
- Being open to feedback including from Managers, the GDP Team (GDPT), the Program Sponsor, peers, and other key people involved in the program.
- Notifying the GDPT of supervisor changes.
- Providing responses in a timely manner to requests related to work area preferences for rotations (second and final).

Managers

The Graduate's Manager is the main point of contact and support during the GDP for Graduates. The Manager is responsible for:

- Specific role-related duties and tasks, standards, and deadlines, relevant to the Graduate's qualification, skills, and interests where operationally possible.
- The Graduate's attendance at all activities in the GDP, scheduling of the Graduate's day-to-day workload to ensure attendance at formal training occurs.
- Regular feedback to the Graduate on their performance and conduct in the workplace in accordance with the Treasury's Performance Development System (PDS).

Graduate Development Program Team

The GDPT provides support for Graduates and their Managers during the GDP. The GDPT is responsible for:

- The overall coordination and delivery of the GDP.
- Regularly engaging with Graduates and their Managers to provide support, information, and advice.
- Supporting Managers in their role developing Graduates in the workplace, including meeting the requirements of probation and performance management.
- Addressing and escalating any issues with the appropriate people and teams e.g., Managers, Performance and Wellbeing Team.

Graduate Development Program Sponsor

The GDP Sponsor represents the Senior Executive Service (SES) and the Treasury's commitment to the program. The GDP Sponsor is responsible for:

- Connecting with Graduates to develop their understanding of the work of the Treasury.
- Providing guidance and support to Graduates as required.
- Supporting effective implementation of the GDP.

Program details


Learning approach

The GDP is designed using the adult learning principles of Work-Based Learning, Relationship-Based Learning, and Formal Learning. The Manager plays an active role in the development of their Graduate. This can be accomplished through ensuring that work is structured in a logical and achievable manner; regular meetings and constructive feedback between the Manager and Graduate; the Graduate meeting and collaborating with the right people; and the Manager seeking feedback and clarification from the Graduate regarding their learning and development.

The GDP calendar will be provided to Graduates and Managers during induction and updated as required throughout the program. Graduates are responsible for ensuring they are available to attend workshops, training, and activities throughout the GDP. The training and development activities have been carefully selected and designed to support the development of Graduates both within the Treasury, and, as an APS employee. Dates of sessions are advertised to Graduates and Managers ahead of the event, to enable diaries and work commitments to be managed. The GDP is 'experiential', and therefore not something that can be replaced by simply reading information or watching a video of the session. If a Graduate is unable to attend a scheduled activity, this should be discussed with their Manager in the first instance. The GDPT should also be notified, and they will liaise with the relevant facilitator. The Graduate is responsible for ensuring they catch up on sessions they are unable to attend.

The schedule for formal training in the first year is designed to support the transition from study to the workplace. It primarily focuses on developing 'foundational skills' rather than technical skills, which are more appropriately developed in the work area. The second year of the GDP will focus on 'career transition' building on skills, knowledge and understanding established in the first year of the program.

Throughout the year, additional activities may be open for Graduate participation, for example supporting Budget preparations; participating in learning and development opportunities outside of the GDP; assisting with special taskforces; or participating in secondments or transfers to other organisations. These opportunities are normally advertised through a department-wide Expression of Interest process. Due to changing operational priorities, opportunities offered in one year may not be available in subsequent years.



The GDPT understand this can be disappointing, however there is no entitlement to participate in specific activities and expect that Graduates understand that departmental priorities change.

Rotation placements

Graduates experience different areas of the department and contribute to the breadth of work the Treasury leads by participating in two one-year rotation placements before final placement at the completion of the GDP.

Rotation placements are determined by considering graduate preferences, as well as skills and academic qualifications, department-wide recruitment processes, operational needs including budget, resource and priorities as well as Treasury's portfolio responsibilities. The GDPT seeks rotation and ongoing placement preferences at the Group/Division level, prior to the beginning of the second year, and before completion of the GDP. To maximise the GDP experience, graduates are required to undertake their first and second placements in different Groups. While preferences are considered, it is not always possible to meet the needs and desires of all parties.

The rotation placement process is guided by consistent principles each year and involves senior decision makers representing each Group at the Treasury.

Graduate employment

Terms and conditions of employment

Graduates are engaged as ongoing Australian Public Servants at the APS3 classification (APS3.2 pay point).

Terms and conditions of Treasury employment are contained in the *Treasury Enterprise Agreement 2018-2021* (the EA), in legislation such as the *Public Service Act 1999* and *Fair Work Act 2009* (including National Employment Standards), and in departmental policies and guidelines.

For 2022 and 2023, new pay increases will be provided through a determination made under the *Public Service Act 1999*.

Further information can be found on the [Employment Conditions](#) intranet page.

Conditions of engagement

Treasury employment is subject to specific conditions of engagement, including:

- Australian citizenship.
- Obtaining and maintaining an Australian Government Security Clearance at the Baseline level or if required, a higher level.

- Successfully completing a six-month probation period.

Failure to comply with any condition may result in termination of employment in accordance with the *Public Service Act 1999*.

Employment policies and guidelines

The EA is supported by detailed policies and guidelines to assist employees navigate and understand entitlements and HR processes.

Frequently used guidelines relevant for Graduates and Managers include:

- Probation Guidelines.
- Performance Development System Guidelines.
- Leave Guidelines.
- Flexitime and Overtime Guidelines.

All employment policies and guidelines can be found on the [Employment Policies and Guidelines](#) intranet page.

Location

Graduate positions are based in Canberra and Graduates must remain in Canberra for the duration of the two-year program.

Probation

Graduates engaged as new APS employees must complete a six-month probation period which commences from their first day. Graduates engaged on a different basis (e.g., transfer from another APS agency) should confirm with the GDPT if they are subject to probation.

The probation period provides Managers the opportunity to closely supervise and monitor a newly engaged Graduate's performance, conduct and attendance during their initial period of employment. This ensures Treasury can determine a Graduate's suitability for ongoing employment in their role, and likewise provides the Graduate an opportunity to assess whether Treasury is the right fit for them.

Managers will complete two formal probation reports during the probation period, at the three- and five-month marks. Regular, real-time feedback about performance, conduct and attendance during the Probation period is expected.

In exceptional circumstances, probation may be extended beyond six months. Further information can be found in the [Probation Guidelines](#).

Performance Development System (PDS)

The PDS applies to all non-SES Treasury employees.

The performance cycle begins on 1 September each year and finishes on 31 August of the following year. During the performance cycle there are two appraisal periods:

- 1 September to 28 February (February appraisal)
- 1 March to 31 August (August appraisal).

Employees, including Graduates are individually assessed against agreed expectations and behaviours measured against the capability clusters of the Integrated Leadership System, at the employee's substantive classification. Graduates are not required to receive a February appraisal in the year they commence, as the focus at that time is on the completion of their probation period.

For APS 1–6 employees, including Graduates, both the February and August appraisals are formal, except for where an employee is exempt or ineligible for another reason, including where an employee has less than three months duty in Treasury.

Four formal performance appraisals occur during the GDP:

- The first performance appraisal is in the August of the first year of the program. For this appraisal, Graduates are assessed at the APS3 classification and, as a result of the appraisal, may be eligible to progress to the APS4 classification.
- The second appraisal is in the February of the second year. This appraisal is a collaboration between the Graduate's first- and second-year Managers. The first year Manager is responsible for the assessment and rating, the second year Manager is responsible for goal setting as they begin their new placement. As a result of this appraisal, Graduates may be eligible to progress to the APS4.2 pay point.
- The third appraisal is in the August of the second year. This is completed by the second year Manager.
- The fourth appraisal is in February at the end of the GDP, and the beginning of the final placement. Again, this is a collaboration between the previous and new Managers.

As indicated in the PDS Policy and Guidelines, Graduates must be at the classification for a minimum of three months to be assessed (i.e. receive a rating).

Further information can be found on the [Performance Development System](#) and [Employment policies and guidelines](#) pages on the intranet.

Underperformance

Sometimes a Graduate's performance consistently falls below the minimum standard expected of an employee at that classification. In these instances, it may be that the Graduate is underperforming. The Treasury may initiate a range of strategies to provide the support necessary to ensure satisfactory performance, including a formal underperformance management process. Underperformance is separate to management of probation.

Managers or Graduates concerned about performance should request support from the GDPT as early as possible.

Inclusion and Diversity

The Treasury is focused on maintaining and building the diversity of its workforce through a range of inclusion and diversity initiatives. There are five active networks that work to build a workplace that promotes inclusion and diversity and harnessing the skills and experiences of people from all backgrounds. Inclusive teams strengthen high-performing teams and organisations. The strength gained from a diverse team positively impacts Treasury's policy advice and program implementation.

For advice about inclusion and diversity, email **s47E(d)** or phone **s47E(d)**
s47E(d)

The Treasury Employee Networks

The employee networks and the People and Inclusion Committee help drive inclusion and diversity initiatives. Networks provide direct support to employees through their events and advice. They also act as a key consultation point and contribute to work that increases inclusion and diversity awareness and capability.

The Treasury recognises and supports the following formal employee networks:

Pride @ Treasury Network (LGBTIQ+)

Progressing Women Initiative (PWI) Groups

Reconciliation Action Plan Committee (RAP)

Culturally and Linguistically Diverse Network (CALD)

Access and Inclusion Network (A&I)

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Applying for non-graduate roles or promotions during the GDP

The GDP is a significant investment by Treasury providing Graduates a unique two-year, experiential program delivering targeted training, networking, and development opportunities across two ,12-month rotations. Within a supportive environment, this program provides Graduates with the necessary skills, knowledge, and confidence to build their career within the APS.

Graduates may apply for opportunities through our many different recruitment processes; however, this may impact their position within the GDP.

To inform decision making the following scenarios have been developed:

Scenario	Continued access to graduate learning and development	Participation in the graduate rotation process (second and ongoing placement)
A Graduate in their first or second rotation applies for a centrally co-ordinated, general recruitment process, that is advertised across all Groups (often referred to as a bulk or general round) and is found suitable for promotion (i.e., to the APS5 or APS6 classification)	✓	✓
A Graduate in their first or second rotation applies for an advertised position that is not centrally co-ordinated, (may be for a specialist position or a Group based process across multiple levels), and is found suitable for promotion (i.e., to the APS5 or APS6 classification)	✓	✗

For further information, contact the Talent Attraction and Sourcing team at s47E(d)

Program conclusion

Graduation

Graduates who complete all requirements of the program will be invited to attend a graduation ceremony.

CONTACTS

The first-point of contact for Graduates and Managers is the GDPT. The team can be contacted at s47E(d)



Australian Government
The Treasury

FOI 3137
Document 27



Security Awareness Training

2022 Graduate Program Security Induction

Australian National Security and National Interest

PROBABLE



The risks and risk sources

- Access to information, resources, facilities, people
- Representatives of the Australian Government, Public Service and Treasury
- Foreign Intelligence services, commercial intelligence collection, media outlets, issue-motivated groups

Dr Yeon Kim

- An Australian of South Korean descent
- Loves soccer and plays regularly
- A respected economist and trade policy specialist working for ABARES, and spent 4 years at Treasury
- Through the South Korean soccer community, passed information to foreign intelligence services over a period of years
- ASIO DG revoked security clearance, ending his career with the APS
- Example of cultivation, social engineering, failure to read the signs

Lukas Kamay and Christopher Hill

- An employee of ABS and a NAB Forex trader, university friends
- One accessed confidential markets information prior to its release and provided it to the other to make trades on forex markets
- Both were eventually caught and jailed, ending their careers in the Banking and Finance sector
- Example of misuse of public office for personal gain. Motivated by money and ego.

Anthony Scerba

- A Defence graduate with a high level of security clearance
- Downloaded and removed SECRET material, published it to 4Chan under “Julian Assange is my hero”
- Clearance revoked, APS career ended, short jail sentence and good behaviour order
- Example of issue-motivation



Information Security

- Three Security Classifications

Classification	Business Impact Level	Damage to: <ul style="list-style-type: none">- National Interest/Security- Individuals- Organisations
PROTECTED	3 – High	Damage
SECRET	4 – Extreme	Serious damage
TOP SECRET	5 – Catastrophic	Exceptionally grave damage

Information Security II

Marking	Use	Business Impact Level
OFFICIAL	Minimum marking for documents and information produced for work purposes	1 – Some damage
OFFICIAL: Sensitive	Denotes a higher level of Business Impact	2 – Limited Damage

Additional Sensitivity Marking	Notes
Personal Privacy	Subject to Privacy Laws
Legal Privilege	If subject to legal privilege
Legislative Secrecy	Subject to legislative secrecy provisions
NATIONAL CABINET	Paired with ≥ Official: Sensitive

Information Security III

- Commonwealth Officers' use of information
 - *Criminal Code Act 1995*
 - Part 5.6 – Secrecy of information
 - Penalties range from 2-10 years

It is an offence for current and former Commonwealth employees to communicate or otherwise deal with information accessed by reason of their position in a manner that causes harm, or is likely to cause harm. This includes opinions, and reports of conversation.

Information Security IV

- Commonwealth Officers and Espionage
 - Part 5.2 – Espionage and related offences
 - Treatment of Information at SECRET and TOP SECRET level

It is an offence for a person to recklessly or intentionally deal with security classified or National Security information in a manner that may prejudice Australia's or advance a foreign country's national security or national interest.

Security Clearances

- All Treasury personnel must hold, and maintain, a security clearance

Level	Information accessible
Baseline	PROTECTED
NV1	SECRET
NV2	TOP SECRET

- Update your clearance regularly
- A clearance does not entitle access to resources

Security Passes

- Wear your pass at all times on TSY premises
- Do not wear your pass outside TSY premises
- Look after your pass

s47E(d)

- Advise us immediately if you lose your pass

Visitors and Events

- All visitors must sign in via security desks
 - Visitors must be escorted at all times while on Treasury premises – do not leave them alone
 - Events – include Security Team in planning and preparations

Home Office Security

- Situational Awareness
- Oversight
- Overhearing
- Security of your devices and notes
 - Locking your screen/session
 - When not in use
 - Use notes apps available on the network

What you need to do

- Protect Information
 - Classify Information appropriately
 - Use, handle, store and destroy information appropriately
 - Apply the need-to-know principle
 - Information Handling Guide available on Security Awareness Page

What you need to do

- Uphold Personnel Security Measures
 - Maintain your Security Clearance
 - Changes of Circumstances
 - Travel – report via Security Awareness Page
 - Life events etc.
 - Contact Reporting
 - Search ‘contact report’ on the intranet (will be electronic soon)
 - Change of Circumstances and Contact Report available on Security intranet page

What you need to do

- Uphold Physical Security measures
 - Sign in your visitors (including kids)
 - Escort your visitors at *all* times
 - Swipe your card every time you pass through a door
 - At work, wear your pass at all times
 - Report any malfunctioning doors or barriers

What we encourage you to do

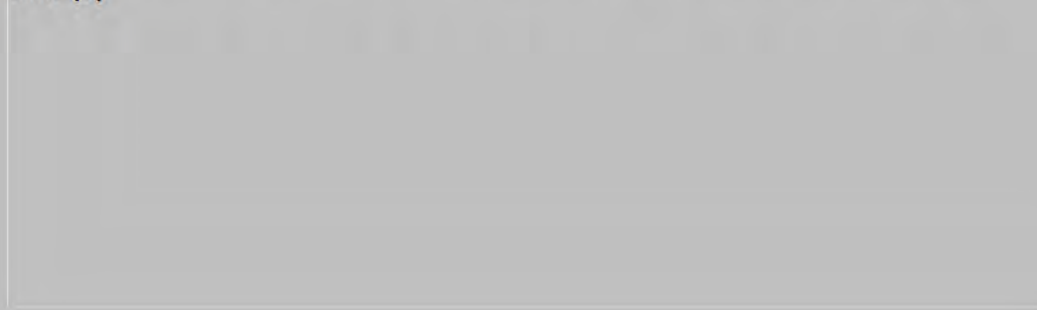
- Incorporate Security into your business
 - Consult Security Unit regularly, and in advance of undertaking a project
 - Sharing information
 - Recruitment – clearances take from 8 weeks, 6 months
 - Responding to incidents
 - Workforce planning, recruitment activity
 - Office remodelling/block & stack

Resources

- Security Guards' Desks
- Security Awareness Page
- Intranet - Security

- Protective Security Contact Details

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Further Resources

- Social Media Policy and Guidelines
- *Public Service Act 1999*
- APS code of Conduct
- Treasury Risk and Fraud Intranet Page
- APSC Ethics Advisory Service
 - ethics@apsc.gov.au

Now for the best part....

Cyber Security @ Treasury

Overview

- Who Cyber Security are and what we do
- Our environment
- Password hygiene
- Email security and phishing emails
- Device security – USB devices are great but have risks
- Malware - We are a target
- Remote access practices
- Social media – common sense

Cyber Security

Cyber Security is broadly responsible for:

- Developing departmental information security policies;
- Incident response and reporting;
- Implementing and administering security systems or controls;
- Providing advice to staff; and
- Providing input into projects (technical assistance and/or risk assessments)

Our Goal: to maintain the security of our network

Our Computers & Network

s47E(d)

Network Security

- The Treasury corporate network, like the premises, is rated at:

PROTECTED


- Damage to the national interest, organisations or individuals.
- Do not store official Cabinet documents on the Treasury network

Email Security Classification

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Email Security Classification

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Email Security Classification

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BREAKING NEWS Australia's security agencies are investigating a cyber-security breach overnight at Federal Parliament and computer passwords have been reset as a precaution.

Print Email Facebook Twitter More

Security agencies investigating cyber-security breach at Federal Parliament

By political reporter Henry Belot
Posted 9 minutes ago

Australia's security agencies are investigating a cyber-security breach at Federal Parliament in Canberra.

In a statement, Federal Parliament's presiding officers said authorities were yet to detect any evidence that data had been stolen in the overnight breach.

"We have no evidence that this is an attempt to influence the outcome of parliamentary processes or to disrupt or influence electoral or political processes," the statement said.

"Accurate attribution of a cyber incident takes time and investigations are being undertaken in conjunction with the relevant security agencies."



PHOTO: Computer passwords have been reset in Parliament House after a cyber-security breach. (ABC News: Kathleen Dyett)

TOP STORIES

- China splurges on Australian ad space, asking us to 'see the difference'
- Fake alcohol wholesaler exposed in ABC investigation on brink of collapse
- NAB interim CEO Phil Chronican the right man for the job, investors say
- Opinion: One Australian state is ahead of the others on protecting gay students
- Opinion: We thought things would be different for women by now, but we've been proven wrong
- Practical or paranoid? One in five parents electronically track their child's trip to school
- Townsville floods dampen hopes for city's economic recovery
- Missing an arm, this university student made one from Lego
- Backpacker cries as she details ordeal at hands of alleged rapist in 'dirty pig shed'
- Trump's nominee to replace Kavanaugh 'cringes' over past date-rape comments

www.theguardian.com > australia-news > jun > australia...
Cyber-attack Australia: sophisticated attacks
Jun 18, 2020 - Security experts say China, Russia and North Korea...
Australian prime minister Scott Morrison's description of ...

Videos

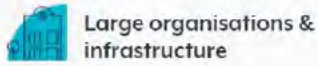
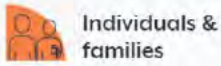


The Prime Minister says Australia is the target of state-based ...
ABC News (Australia)
YouTube - Jun 19, 2020



9 News - PM Scott Morrison addresses cyber attack
Facebook - Jun 18, 2020

www.abc.net.au > news > cyber-security-investment-lin...
Cybersecurity spending gets \$1.35 billion boost
Jun 29, 2020 - Prime Minister Scott Morrison announced \$1.35 billion to be spent over the next decade to boost the cybersecurity ...



Potential SolarWinds Orion compromise

Using Treasury Systems

- **Everything is logged!**
 - Email
 - Internet
 - Chat
 - etc

- **Unacceptable use**
 - Harassment on email or chat
 - Social networking site all day
 - Gambling, Pornography (you get the idea)

Passwords are like underwear

- Never share them
- Change them often
- Variety is a good thing
- Don't leave them where other people can see them



Questions..

s47E(d)

- Anything else?

From: [Graduate Program](#)
To: [Graduate Program](#)
Subject: 3 Feb - Information for 2022 Graduates [REDACTED]
Date: Thursday, 3 February 2022 11:59:46 AM
Attachments: [Day One and Two Arrival Schedule.pdf](#)
[IT - Graduate laptop startup guide.pdf](#)
Importance: High

OFFICIAL

Dear Graduates

Please find important information below and attached. This information will ensure a safe and well-organised start with us at Treasury.

Before Monday 7 February 2022:

- Review the [NSW Health](#) information and watch the video.

Monday 7/Tuesday 8 February 2022:

- As per the attached **Day One Arrival Schedule**, please come to the Treasury building via the Langton Cres entrance, please arrive at your scheduled time, don't be early or late.
- Prior to entering the building:
 - Graduates are required to replace their surgical mask with a P2/N95 mask. s 22 will have these masks outside the entrance
 - A sanitisation unit will be available – Graduates are to sanitise their hands after removing their personal mask
 - A bin will be available for Graduates to dispose of their personal mask if they do not want to keep it – note you should be wearing a surgical mask and not a reusable/cloth mask
- Graduates are reminded to:
 - Maintain a physical distance of 1.5m from other people.
 - Avoid physical contact.
 - Not come into the workplace if they have
 - any COVID-19 symptoms.
 - have been advised to isolate.
 - waiting on a COVID-19 test result.
 - Minimise the time spent at the workplace and go straight home as directed.
- One at a time, s 22 will escort Graduates through the building to the Security desk.

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As mentioned previously, working arrangements (home/office) are dependent on the following:

1. Business requirements (noting upcoming Budget and election)
2. Manager needs
3. Treasury COVID-safe protocols
4. Graduate preferences

Transition back to the office arrangements will be communicated to all staff in due course.

If you have any issues on the day/s, please call s 22 or s 22

Attachments:

- Day One and Two Arrival Schedule
- IT Graduate Laptop start-up guide

We look forward to welcoming you to Treasury next week.

s 22

s22

Graduate Program Team
Capability | People and Organisational Strategy Branch | Corporate and Foreign Investment Group
The Treasury, Langton Crescent, Parkes ACT 2600
M: s 22 | Email s 22 @treasury.gov.au

The Treasury acknowledges the Traditional Custodians of Country throughout Australia. We pay our respects to Elders past and present. We recognise and celebrate Aboriginal and Torres Strait Islander people as the First Peoples of Australia and their continuing spiritual and cultural connection to land, sea and community.

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