



Australian Government

Australian Public Service Commission

2022 APSC Graduate Induction



Welcome!

Pat Hetherington

A/g Australian Public Service Commissioner

Rina Bruinsma

A/g Deputy Australian Public Service Commissioner

Grant Lovelock

First Assistant Commissioner, Head of APS Academy

Sita Jackson

A/g First Assistant Commissioner



Agenda

- ❖ Welcome from the Executive
- ❖ Our Structure and Workforce
- ❖ Our COVID Response
- ❖ Your program
- ❖ Our terms and conditions of employment
- ❖ Our Facilities and Services
- ❖ Our health and wellbeing
- ❖ Our Workplace Community

APSLearn online essential training - Security, Fraud Awareness, Workplace Health and Safety and Cultural Awareness



Welcome to the APSC



Our Minister

The Hon Ben Morton MP

The Hon Ben Morton MP is the Minister Assisting the Prime Minister and Cabinet, Minister for the Public Service, Special Minister of State.



Our Executive

Mr Peter Woolcott AO, Australian Public Service Commissioner



Mr Patrick Hetherington, Deputy Australian Public Service Commissioner

Ms Rina Bruinsma , First Assistant Commissioner



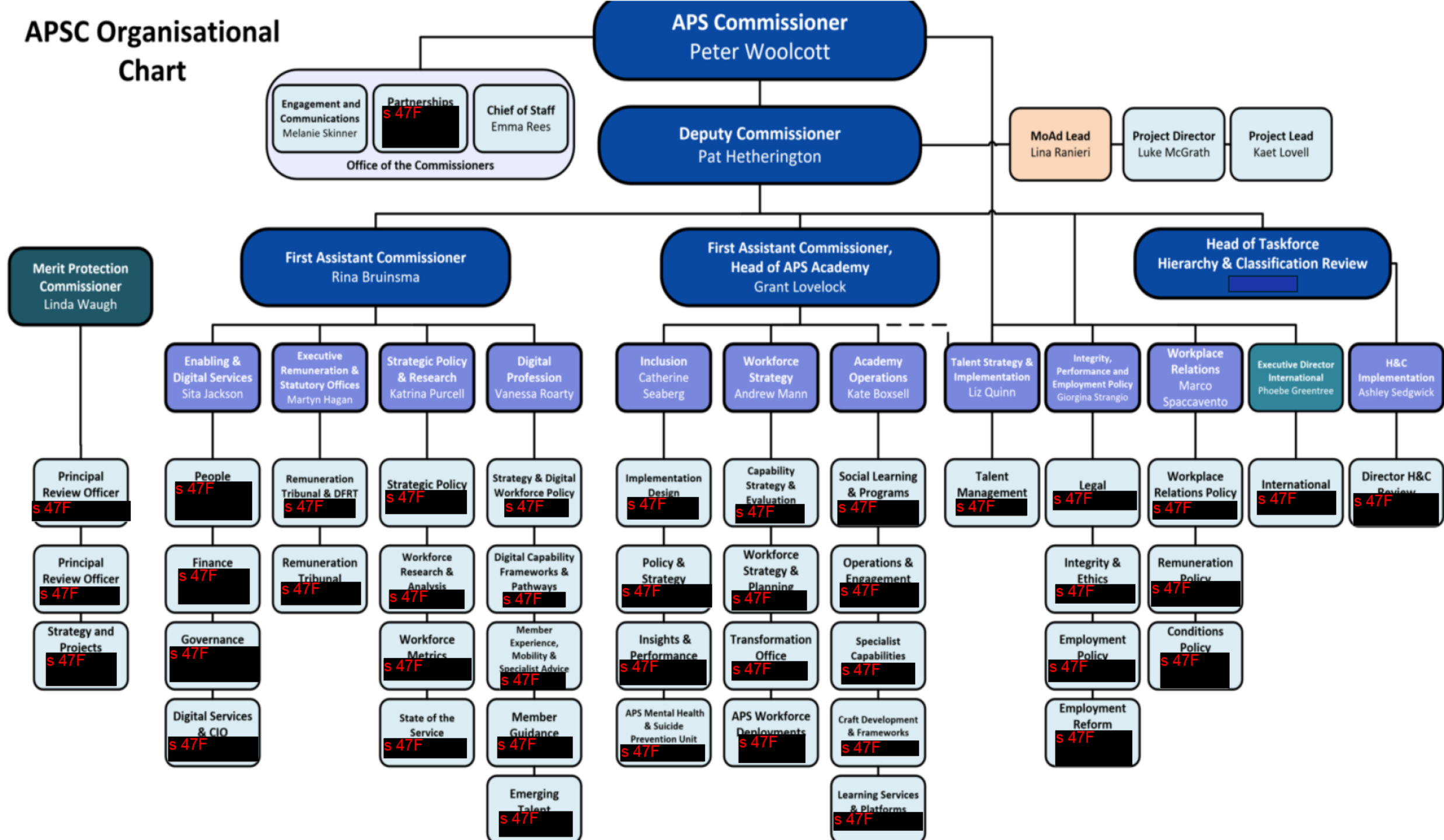
Mr Grant Lovelock, First Assistant Commissioner – Head of Academy



Ms Linda Waugh, Merit Protection Commissioner



APSC Organisational Chart



APSC Workforce Statistics

At 30 June 2021, the Commission had an average staffing level of 212 people and maintained a diverse workforce with:

71% identifying as female

4% identifying as Aboriginal and Torres Strait Islander

7% identifying as a person with disability and

12% identifying as being from a non-English speaking background.

The majority (76%) of the workforce is based in Canberra, with 19% based in Sydney and 10 employees working remotely from other states across Australia.



Our COVID Response



CORONAVIRUS (COVID-19)



Together we are all COVIDSafe



Lets take a break..



The 2022 Cohort

ACT- 2

VIC - 4

QLD - 2

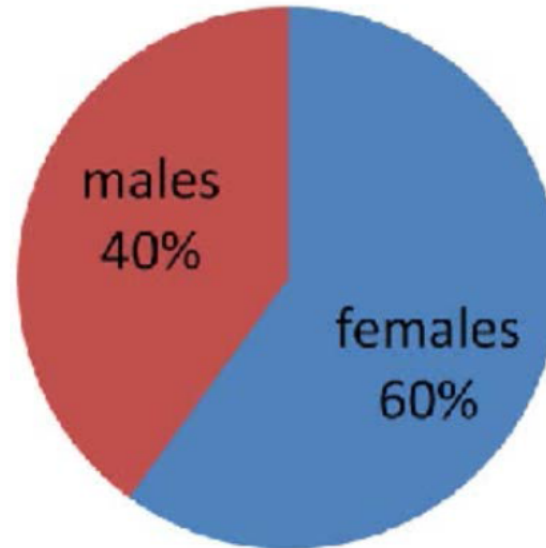
SA - 1

NSW - 1

HR Graduate Program - 2

Data Graduate Program - 1

Generalist Graduate Program - 7



Your Development Program

Generalist and Data Graduate Development Program

15 February: Program Briefing

1 March: Program induction

HR Graduate Program

24 February: Program launch and welcome event

Early March: Agency and graduate Induction sessions



Rotations and Broadbanding

Rotations

- ❖ Two six month rotations Feb-July & Aug-Jan

Broadband

- ❖ Graduates will be eligible to broadband from APS3 to the APS4 classification following successful completion of probation and the Graduate Development Program.



Terms and Conditions of our Employment

The APS Values:

Impartial

The APS is apolitical and provides the government with advice that is frank, honest, timely and 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, including their rights and their heritage.

Ethical

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



APS Code of Conduct

The Code of Conduct requires that an APS employee must:

- behave honestly and with integrity in connection with APS employment;
- act with care and diligence in connection with APS employment;
- when acting in connection with APS employment, treat everyone with respect and courtesy, and without harassment;
- when acting in connection with APS employment, comply with all applicable Australian laws;
- comply with any lawful and reasonable direction given by someone in the employee's Agency who has authority to give the direction;
- maintain appropriate confidentiality about dealings that the employee has with any Minister or Minister's member of staff;
- take reasonable steps to avoid any conflict of interest (real or apparent) and disclose details of any material personal interest of the employee in connection with the employee's APS employment;
- use Commonwealth resources in a proper manner and for a proper purpose;
- not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's APS employment;
- not improperly use inside information or the employee's duties, status, power or authority:
 - to gain, or seek to gain, a benefit or an advantage for the employee or any other person; or
 - to cause, or to seek to cause, detriment to the employee's Agency, the Commonwealth or any other person.
- at all times behave in a way that upholds the APS Values and Employment Principles, and the integrity and good reputation of the employee's Agency and the APS;
- while on duty overseas, at all times behave in a way that upholds the good reputation of Australia; and
- comply with any other conduct requirement that is prescribed by the regulations ([regulations available on the ComLaw website-external site](#)).



Performance Management

Probation

- ❖ Graduates are required to satisfy a **9 month** probation period, successfully complete all training and development opportunities set out by the Commission.

Performance Framework

- ❖ Graduates are required to participate in the Commissions Performance Framework 'Taking time to Talk'. Graduates should have a performance agreement recorded in Hub within the first 4 weeks.



Enterprise Agreement



Conflict of interest

Possible examples of private interests and activities that could come into conflict with official duties include:

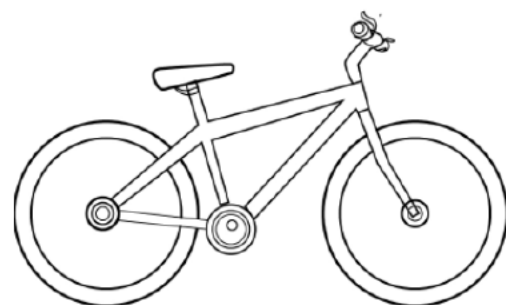
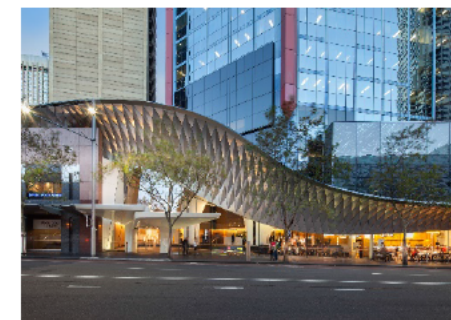
- political affiliations and activities
- family, personal and social relationships
- financial interests, including shares, directorships or other commercial and business interests
- membership of or affiliations with community groups and non-government organisations
- affiliations or contacts with professional lobbyists
- secondary employment outside the APS, including unpaid and voluntary work
- moving from the APS to outside employment in a similar field
- receipt of gifts or hospitality from third parties
- giving gifts or hospitality to third parties
- endorsement or promotion of a product or service from a third party.



Lets take a break...



Our Tenancies and Facilities



Shared Services Arrangements



Australian Government

Department of the Prime Minister and Cabinet



Australian Government

Department of Finance
Service Delivery Office



Demonstration



Work Hours & Leave

- Recording work hours
- Annual Leave
- Personal Leave
- Compassionate Leave
- Submitting leave requests



Our Health and Wellbeing

Consider your workstation, both in the office and when working away from the office.

Consider if you may require any reasonable adjustment.

Flu Vaccination

Skin Checks

Glasses for screen
based work



Employee Assistance Program



Our Workplace Community

Gender Equity Network

Reconciliation Action Plan Working Group

Social Club

LGBTIQ+ Network

Disability and Carers Network

DAW

Coffee Roulette



Questions?

