

# FOI

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**From:** People  
**Subject:** FW: Day 1 at APSC [SEC=OFFICIAL]  
**Attachments:** APSC Induction Map.PNG

Good afternoon all

I am so excited to meet you all face to face tomorrow!

I just wanted to let you know a bit more about what to expect on your first day.

You'll meet the People Team at the Treasury Building on Newlands Street Parkes (map attached) at 10.00am. Here we will get you your security pass set up giving you access to the building. You will need to provide a current photo ID to be able to obtain your pass.

After you have received your pass, between 10am and 11am we will go and collect your IT equipment and just have some time to get to know one another in a very relaxed environment and let you know a little more about the Commission.

At 11am, after collecting your pass and IT, we will take you back down to the foyer to meet your managers and team members for you to have a one on one catch up with them. You will most likely go and see your work area and just get to know one another and learn a bit about the type of work that you will be doing and the working arrangements for your team before you head home and log on for your induction at 1pm.

As you are now an APS employee, it's important that you are aware that all APS employees are required to comply with the [Code of Conduct](#), including to at all times behave in a way that upholds the [APS Values](#) and [Employment Principles](#). Please take the time to review the Code and Values.

Please note that for tomorrow the dress code is business casual to business professional and as you start to return the office, further advice can be confirmed by your manager.

As always, if you have any questions please let me know and I will see you Thursday 😊

Kind Regards,

## **The People Team**

Enabling Services Group

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## **Australian Public Service Commission**

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