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| New Starter Information PackDepartment of Premier and Cabinet |

 Contents of your New Starter Information Pack

The documents listed below are provided as links within your offer of employment. Please contact HR Shared Services on 1800 039 411 if you are missing any documents or would like assistance in completing them.

* New Employee Personal Details
* Online Consent form for National Police Check:
* Health Declaration Form
* Direct Credit Form
* Tax File Number Declaration Form
* Privacy Collection Statement
* Choice of Superannuation Fund
* Recognition of Prior Service
* Commuter Club
* V/Line commuter club

### HOW TO ACCEPT THE OFFER:

Begin by reading the letter of offer and supporting documentation. If you have any questions, discuss them with your prospective manager. Alternatively, you can contact HR Shared Services on 1800 039 411 or via email: hr.shared.services@edumail.vic.gov.au for further information. It is also important that you follow all of the instructions which have been included in your letter of offer.

Your acceptance of offer and payroll forms (where applicable) should be completed and returned to:

HR Shared Services

2 Treasury Place, Melbourne 3002.

Email: hr.shared.services@edumail.vic.gov.au

# Secretary’s Message

Welcome to the Department of Premier and Cabinet. You're joining a unique workplace full of smart and committed people who share the desire to make a positive difference to the lives of all Victorians. So, I congratulate you on your offer to become part of our high-performing team.

As a central agency, DPC leads the Victorian Public Service in supporting the Premier and the government to deliver better services and infrastructure projects to all Victorians and in strengthening capability within the VPS for innovation and whole-of-government vision.

We support the Premier, as head of the Victorian Government and the Cabinet, as well as the Deputy Premier and DPC's other portfolio Ministers. The department also provides support to the Cabinet Secretary. The Premier's portfolio oversees DPC and supports a range of agencies and independent offices including the Office of the Governor, the Office of the Chief Parliamentary Counsel, and the Victorian Public Sector Commission.

I am extremely proud of the way our people work together to continuously meet the challenges of a demanding environment. Our VPS values of responsiveness, integrity, impartiality, accountability, respect, leadership and human rights are fundamental to our success and drive the behaviours we expect from all of our people.

We are providing you with this information pack to assist you to make an informed decision about your offer of employment. It will help you to understand what you can expect from DPC as an employer, and what DPC will expect from you as an employee.

Upon acceptance of this offer, you will receive further information and training as part of your induction into the department. In the meantime, I would encourage you to direct any questions you may have to HR Shared Services on 1800 039 411 or to your prospective manager.

Once again, may I offer my congratulations and welcome you, in anticipation, to the department. I look forward to meeting you personally and working with you in the department.

Jeremi Moule

Secretary

Department of Premier and Cabinet

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About the Department of Premier and Cabinet

## Purpose of the New Starter Information Pack

DPC relies greatly on the strength and commitment of its people in achieving its mission and strategic objectives. It is important, therefore, that you have a clear understanding of what the department will expect from you as an employee and, likewise, what you can expect from DPC as an employer.

## Objectives

This New Starter Information Pack is being provided to you with the offer of employment to:

1. assist you in making an informed decision about your offer of employment
2. help ease your transition into your new role with DPC.

## Additional information

Important information relating to your employment is also contained in your letter of offer. Please ensure that you read these documents carefully as your appointment is conditional upon your decision to accept the terms and conditions which are specified or referred to in the letter of offer.

If you have any questions prior to accepting the offer, you are encouraged to speak with your prospective manager in the first instance or HR Shared Services on 1800 039 411.

If you wish to accept the offer of employment, you may also find it helpful to read the department’s most recent Annual Report, the Corporate Plan, and the Branch Plan for the section you have joined. This will help you to understand what is expected of you in your work performance. Please contact your prospective manager should you require a copy of these documents.

### Disclaimer

The information contained in this document is true and accurate, to the best of our knowledge, as at April 2021. DPC intends it to be used by prospective employees as a guide to employment only. It does not form part of any offer of employment, and is not intended to override or otherwise amend the provisions in the Victorian Public Service Enterprise Agreement 2020.

### An Overview of DPC

DPC is one of nine departments within the Victorian Public Service (VPS). The department reports to the Premier and its work reflects the Premier’s widespread responsibilities as Premier of Victoria. The Premier is DPC’s primary stakeholder and, associated with him is the Premier’s Office, the Cabinet and the Parliamentary Secretaries.

The department also directly supports a number of other portfolio Ministers, including the Deputy Premier, Minister for Aboriginal Affairs, Minister for Industrial Relations, and Minister for Government Services.

DPC is principally a policy department but also has administrative and service functions. It has a leadership role in the identification, elaboration, and implementation of the strategic directions of government and achieves this through the provision of independent, rigorous, and soundly based policy advice for the Premier and the Cabinet. This is directed towards the effective and efficient implementation of the government’s policies and programs.

The department also plays an important role in leading the Victorian public sector by developing and implementing strategies aimed at improving service delivery, by promoting professionalism in administration and by instilling a spirit of cooperation and service to the community.

DPC exercises its power by virtue of the fact that the Premier is the Head of Government in Victoria and the Minister administering the Public Administration Act 2004 (PAA)

DPC directly employs approximately 870 people. It should be noted that this figure does not include staff employed in the portfolio agencies or entities and does not account for services provided by contracted staff or shared services.

#### Strategic Objectives

The department aims to achieve its mission through its fundamental objectives, which are to:

* Strengthen public policy outcomes and high-quality government decision-making
* Promote and strengthen active and engaged citizenship
* Ensure an innovative, accountable and professional public administration
* Ensure a high performing DPC

#### Our Public Sector Values

**Our values guide us in delivering outcomes for all Victorians**

The values at DPC highlight our commitment to professional conduct and exemplary quality of work. Building our internal capability and improving processes and systems that support our people and their work is crucial to achieving our objectives. The Public Administration Act 2004 establishes values to guide conduct and performance in the Victorian Public Sector.

The Public Sector Values and Code of Conduct for Victorian Public Sector Employees lays the foundation for integrity and accountability for all public sector employees. DPC has adopted the Public Sector Values. The values of the Department of Premier and Cabinet embody the essential spirit of an adaptable and innovative public sector committed to serving government and the wider community.

**Responsiveness**

We respond in a timely way with our best work

**Integrity**

We are honest, ethical and transparent

**Impartiality**

We behave in the best interests of the public by making fair and objective decisions

**Accountability**

We hold ourselves and others to account for the work that we do

**Respect**

We value others and accept their differences

**Leadership**

We are genuine, supportive and do the right thing

**Commitment to Human Rights**

We uphold and respect the rights of others

## [DPC Organisational](http://www.dpc.vic.gov.au/CA256D800027B102/Lookup/AnnualReport200910FullReportWord/%24file/DPC%202009-10%20Annual%20Report.doc) Structure

The department is led by the Secretary and the Board of Management. The Secretary is the Head of the Department and responsible for the effective, efficient and economical management of the functions and activities of DPC. The department comprises the following Groups:

* Legal, Legislation and Governance
* Digital Victoria
* Cabinet, Communications and Corporate
* Social Policy and Intergovernmental Relations
* Economic Policy and State Productivity
* First Peoples – State Relations
* Industrial Relations Victoria

The funding for a number of portfolio agencies and entities is administered by DPC, although each has its own planning and management processes. These agencies and entities are managed by statutory officers whose powers and duties are defined either by the Constitution or by legislation.

They include:

* Office of the Governor (OoG)
* Victorian Public Sector Commission (VPSC)
* Office of the Chief Parliamentary Counsel (OCPC)
* Public Record Office Victoria (PROV)
* Office of the Victorian Government Architect (OVGA)
* Victorian Independent Remuneration Tribunal (VIRT)
* Victorian Electoral Commission (VEC)
* Electoral Boundaries Commission
* CenITex
* Service Victoria
* Victorian Aboriginal Heritage Council
* Family Violence Implementation Reform Monitor
* Labour Hire Licensing Authority
* Portable Long Service Benefits Authority

A full list of portfolio entities and agencies is available at <https://www.vic.gov.au/dpc-portfolio-entities-and-agencies>

#### The Premier’s Office

The Premier’s Office is not part of the department, with people employed directly by the Premier. Functional responsibilities within the office include policy, strategic and media advice, as well as providing program and administrative support for the Premier. Collectively, these work units support the political role of the Premier and the government. The principal function of the Premier’s Office is to ensure that the Premier is appropriately advised about the political implications of policy and other advice and decisions. The Premier’s Office also works closely with the private offices of other Cabinet Ministers.

For further information on the relationship between the department and the Premier’s Office, including protocols for dealing with requests from the Premier’s Office, please contact your prospective manager.

# Victorian Public Service

# **The 9 government departments that make up the Victorian Public Service (VPS) are:**

* Department of Premier and Cabinet (DPC)
* Department of Education and Training (DET)
* Department of Environment, Land, Water and Planning (DELWP)
* Department of Families, Fairness and Housing (DFFH)
* Department of Health (DoH)
* Department of Jobs, Precincts and Regions (DJPR)
* Department of Justice and Community Safety (DJCS)
* Department of Transport (DOT)
* Department of Treasury and Finance (DTF)

**Role of ‘Central Agencies’**

There are currently two ‘central agencies’ within the VPS:

* the Department of Premier and Cabinet
* the Department of Treasury and Finance

The role of central agencies is to provide leadership and strategic direction on the implementation of government policy. A function of DPC is thus to provide advice on decision-making and, in those instances where consistency across departments is important, set broad parameters within which the strategic objectives of government can be met.

**Role of the Victorian Public Sector Commissioner**

The Public Administration Act (2004) (PAA) established the Victorian Public Sector Commission (formerly the State Services Authority).The PAA also established the position of the Public Sector Standards Commissioner, within the Victorian Public Sector Commission. The role of the Commissioner includes promoting the public sector values, the public sector employment principles, codes of conduct and standards concerning the application of the employment principles.

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#### Victorian Secretaries Board

The Victorian Secretaries Board (VSB) is Victoria’s public sector strategic leadership group. VSB considers whole-of-government issues and drives improvements in public administration and service delivery for the benefit of all Victorians. The membership of VSB includes the Secretary of DPC (as Chair), the Secretaries of each other department, the Chief Commissioner of Police, the Chair of the Victorian Public Sector Commission, and the Chair of the Deputy Secretaries Sub-Committee.

### Public Administration Act 2004

The principles of public sector employment and conduct are established by Parliament in the Public Administration Act 2004 (PAA). These principles provide a public statement of the values and principles expected of an apolitical public sector, serving the government of the day.

The public sector employment principles set out in the PAA (section 8) are:

* employment decisions are based on merit
* public sector employees are treated fairly and reasonably
* equal employment opportunity is provided
* employees have reasonable avenues of redress against unfair or unreasonable treatment
* for public service bodies, the development of a career public service.

**WHAT YOU CAN EXPECT WHEN YOU START**

### DPC Onboarding and Induction

Upon commencement with DPC, you will be part of an onboarding process. Onboarding is designed to provide new starters with an introduction to the organisation, its employees and their role. It is also concerned with the development of efficient on-the-job skills to support new employees in making a valuable contribution to the organisation.

**Local induction**

You will experience a local induction and orientation that is organised by your business unit.Managers are responsible for ensuring that appropriate and effective local induction is provided, including establishing a positive relationship, providing information, training and feedback, ensuring that you understand your obligations, and that your health and safety is maintained.

Your manager may have assigned you a buddy, whose role it is to support your orientation into your role and the workplace.

**PeopleCentral New Starter Induction Program**

An Induction Program is assigned to each new DPC core VPS employee and applicable contractors in PeopleCentral, the DPC Learning Management System (LMS).

The Induction Program helps to support employees transition into their new role at DPC and there are a number of mandatory online and facilitated activities new employees and contractors will need to work through and complete as part of this program.

**DPC Monthly Induction**

During the first few months of your employment you are encouraged to attend the DPC Monthly Induction. Induction is scheduled monthly from February to December and DPC core employees and contractors are able to book themselves into an available session via the Induction Program in PeopleCentral.

The Monthly Induction will provide you with an overview of DPC and the key systems, supports and procedures you should know in your role, as well as give you an opportunity to hear from one of the department’s senior executives. You are strongly encouraged to participate in one of these sessions early in your induction into the department.

### Need to know more?

If you require further information about this section please contact your prospective manager or the DPC People and Culture team.

# Working in DPC

DPC is committed to helping its people invest in their careers and the future. There are a number of programs and benefits specially designed for employees of the department and the VPS.

**People section on the Intranet**

The People section on the intranet is the gateway to online HR information, resources and tools. Its purpose is to assist DPC employees to do their job effectively as well as plan for career growth. Information and services are categorised around key HR processes, including recruitment, performance management, learning and development, health safety and wellbeing, diversity and inclusion, and reward and recognition.

### Learning and Development

DPC is committed to developing and enhancing the skills and abilities of all employees in line with the DPC Corporate Plan and individual Performance Development and Planning (PDP) Plans, both for current duties and potential future roles. Under the VPS Career Structure, progression criteria must address your learning and development (L&D) goals. Professional development and learning activities are the shared responsibility of all managers and their team members.

L&D in DPC is broadly focused, however it is usually concerned with:

* the development of skills identified by the DPC Capability Framework
* the improvement of individual work performance leading to the improvement of corporate performance
* the provision of excellence in policy advice and service delivery.

DPC uses an online platform called PeopleCentral where staff can view and enrol in face to face training, complete e-learning modules, view resources and record learning activities.

### Performance Management and the VPS Career Structure

DPC has a formal Performance Development and Planning (PDP) process. The DPC PDP approach aims to:

* provide a planning and assessment process which is equitable and transparent
* provide clarity for staff regarding expectations of their roles
* encourage staff to discuss their career goals and build these into their PDP plans
* support and encourage staff to achieve both work and career goals
* provide links with L&D initiatives and planning
* encourage and facilitate performance feedback
* recognise good performance (including demonstrating DPC’s values and behaviours) and identify under-performance
* provide a structure on which to base progression decisions/recommendations
* provide an approach for planning, supporting and reviewing group as well as individual performance
* enhance DPC’s organisational performance and achievement of its strategic goals.

PeopleCentral is DPC’s online platform for Performance Management for both VPS staff and Executive Officers. A number of resources are available to assist you in understanding DPC’s PDP process and to complete your plan. These are available on the Performance Development page on the DPC intranet.

### Employee Benefits

**Government Bodies Gymnasium**

A gymnasium is located on the ground floor of 1 Macarthur Street. There is a small cost involved in joining the gymnasium, paid upfront or via salary deductions. Membership includes access to the gymnasium, classes, health appraisals and exercise programs.

For more details on the gym, including how to become a member, please visit <http://dtf.chmwellness.com.au/?password-protected=login&redirect_to=http%3A%2F%2Fdtf.chmwellness.com.au%2F>

The password is DTFgym.

**Commuter Club**

The department, through HR Shared Services, provides employees with the option of deducting the cost of a yearly public transport ticket, at a discounted rate, from their fortnightly pay over the full year. This ticket covers train, tram, light rail and bus travel. It should be noted that a discount is only applicable if the ticket is retained for the full year. For further information, please refer to the form accessed via the link in your letter of offer, or contact HR Shared Services on 1800 039 411.

[**VPS Health Insurance Scheme**](http://www.hcf.com.au/vps)

HCF is a registered health fund selected to provide specific health insurance products to eligible VPS employees within the department, including executive, fixed term and ongoing departmental staff.

To find out more information, visit the HCF VPS page <https://corporate.hcf.com.au/vps>

**Employee Assistance Program**

The Employee Assistance program (EAP) is a professional counselling service that offers confidential, short-term support for a variety of work-related and personal problems. The EAP gives you access to qualified professionals, including psychologists, social workers and management coaches.

DPC has engaged Converge International to offer a comprehensive EAP to help you meet the challenges and demands of your work and personal life. This service is available to all DPC staff and their immediate family members.

Converge International can be contacted on **1300 687 327**. Further information regarding the EAP can be found on the DPC intranet.

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# Terms and Conditions of Employment

Details of your employment are stated in your letter of offer (e.g. starting salary, start date etc). However, your full terms and conditions of employment are specified in the Victorian Public Service Enterprise Agreement 2020 and departmental policies. Please refer to the Agreement for your full terms and conditions.

A copy of the Agreement is available at <https://www.dtf.vic.gov.au/funds-programs-and-policies/victorian-public-service-enterprise-agreement-2020>

Departmental polices can be accessed upon your commencement with the department through the DPC intranet, and further information can also be obtained from your prospective manager or HR Shared Services on 1800 039 411.

**Policies, Procedures, Standards and Guidelines**

Corporate information is maintained electronically for staff on the DPC intranet. Staff may access various government standards, policies and procedures via the intranet. Other additional information on HR-related matters can be obtained by accessing the People pages on the DPC intranet.

If you have any questions about the offer or any terms and conditions of employment, please contact your prospective manager or HR Shared Services immediately on 1800 039 411.

### Code of Conduct

As a Victorian Public Servant you must adhere to the [Code of Conduct for Victorian Public Sector Employees](http://vpsc.vic.gov.au/html-resources/code-of-conduct-for-victorian-public-sector-employees/) (the Code). This is a public statement to assist employees, including managers, to understand their responsibilities and obligations in relation to work performance and ethical conduct.

If you accept your offer of employment, you will be expected to familiarise yourself with the Code and to act in accordance with it.

### Responsibilities of Victorian Public Service (VPS) Employees:

* To acquire the required job skills and perform them to the required standard and to the best of your ability (refer to your Position Description and Performance Development and Planning system).
* To behave in the manner expected of officers of the VPS, considering the public sector values and Code of Conduct.
* To perform your role in accordance with Common Law and Statutes, whole-of-government policies and guidelines, DPC policies, procedures and systems and other relevant legislation or requirements.
* Should you require assistance, seek advice, support, and guidance from your manager.

###

### Remuneration

**Salary and Salary Ranges**

As an employee, you will be paid a salary that will be agreed between “you” the employee, and “DPC” the employer. That salary must be within the salary range applicable to the classification of the role.

The employee holds the classification of the VPS grade to which he or she was appointed. The classification of each grade is based on the level of the work undertaken and encompasses the elements of decision-making, communication, knowledge and proficiency. Work which has been assessed as being appropriate to the employee’s classification shall be assigned by the relevant delegate.

Victorian Public Service salaries are based on a seven level grade structure. The current annual base salary ranges for full-time employees are available by visiting the VPSC website at [www.vpsc.vic.gov.au](http://vpsc.vic.gov.au/). The Victorian Public Service Enterprise Agreement 2020 provides for further salary increases.

**Progression**

Employees, by accepting the offer of employment, consent to be assessed under the performance management process. The Performance, Development and Planning (PDP) process is a participatory process for planning, supporting, reviewing and rewarding group and individual performance against the department’s business objectives. Through the PDP process, all eligible DPC employees have the opportunity to achieve salary progression or top of band payments (see Section 2: ‘Working in DPC’ for more information).

**Payment of Salary and Benefits**

All payments due shall be paid by electronic funds transfer each fortnight to a nominated financial institution.

You will be provided with electronic payslips in the EduPay system regarding the make-up of your salary and any deductions made. By agreement with the employer, the employee may authorise electronic deductions from salary to other parties, subject to departmental policy and the capacity of the department’s pay processing systems.

**Pay Day**

Salary is paid every second Thursday by direct credit and electronic transfer to a nominated account and covers the pay period for the fortnight commencing on a Sunday, and ending on the Saturday following the pay day. Salary will be credited to a nominated bank, building society, or credit union by 6.00 a.m. on the morning of pay day. Where a normal payday falls on a public holiday the direct credit to your nominated account shall be made no later than the last working day prior to the public holiday occurring.

**Superannuation**

All new employees will be set up with the VPS super fund, VicSuper unless they nominate an alternative “complying” superannuation fund upon commencement. Should you wish to nominate an alternate fund please contact HR Shared Services on 1800 039 411 to discuss your requirements. DPC recommends that new employees seek independent financial advice on their superannuation matters. The employer’s contribution is currently 9.5%. For more information on the VicSuper Scheme please visit: <http://www.vicsuper.com.au>.

**Salary Sacrifice and Salary Packaging**

Salary sacrifice is the voluntary redirection of part of any employee’s gross (pre-tax) income to a benefit, such as superannuation, or salary packaging option, such as a novated vehicle lease facility. The employee may enter into a salary packaging arrangement with the employer, consistent with State Government policy and Australian Tax Office regulations and guidelines. In such cases the total amount of salary and the cost to the employer of providing any employment benefits shall not exceed the ordinary rate of pay of the employee. DPC allows employees to salary sacrifice various items from their pre-tax salary (subject to the Salary Sacrifice Policy):

* lap top computers
* work-related self-education expenses
* electronic diary (or similar item)
* superannuation (for accumulation fund members only)
* motor vehicles through novated leasing arrangement.

Please see the Salary Sacrifice policy on the DPC Intranet for more information.

### Leave

The Department of Premier and Cabinet is committed to offering flexible working conditions that enable our employees to achieve greater balance between work and personal roles and responsibilities. There are a number of family-friendly policies available to assist you in being able to achieve a work/life balance, including purchased leave arrangements.

Work/life balance is an important part of your personal well-being which can affect your ability to perform effectively in your role and how you are able to contribute to corporate objectives.

Leave entitlements contained in this policy fall into three categories:

* Work/Life Balance
* Well Being Support
* Miscellaneous

These entitlements apply to all ongoing and fixed-term employees unless otherwise stated. For further information refer to HR Shared Services on 1800 039 411 or visit the DPC intranet.

### HR Policies, Procedures and Forms

DPC has a range of HR-related policies that are accessible via the Intranet. Many of these policies relate to issues covered in the Victorian Public Service Enterprise Agreement 2020, but provide further details of employees’ entitlements and obligations in these areas. For matters not covered in the Agreement, these policies are the first source of information. Further information is available from HR Shared Services on 1800 039 411 or the DPC People and Culture team.

New employees are encouraged to familiarise themselves with these policies as soon as possible after commencing with DPC. Below are brief details of a number of policies with particular relevance for new employees.

**Occupational Health and Safety Policy**

DPC is firmly committed to providing, maintaining and continuously improving a healthy and safe work environment for all its employees. By law, employers are required, so far as reasonably practicable, to provide a working environment that is safe and without risk to health.

DPC adheres to the following key occupational health and safety (OHS) principles:

* prevention of injury and illness by providing a safe and healthy working environment
* provision of minimum acceptable requirements throughout the department by ensuring adherence to the relevant Acts, regulations, codes, and standards
* establishment of a ‘Central Agencies’ OHS Committee
* provision of awareness training for staff.

DPC has a suite of OH&S policies and documents to support this commitment. The policies cover issues such as: what to do if you are injured, ergonomics, OH&S roles and responsibilities for all levels of staff and representation of employees i.e. OH&S Committee and health and safety representatives.

The department also offers a range of workplace health initiatives, for example: low cost gym membership at the 1 Macarthur Street Gym, free flu vaccinations, and ergonomic assessments where required.

More information about these programs is available on the DPC intranet.

### Internet and Email Usage Policy

DPC provides internet and email access to staff for work-related needs and reasonable personal use, as specified in the Internet and Email Usage Policy. This policy aims to clarify appropriate (professional and personal) use of this technology within DPC and outlines the expected behaviours of DPC employees when using the department’s internet and email technology. The policy also addresses issues such as Information Management and security, privacy, security and consequences associated with misuse.

You are required to read the policy upon commencement, agree to its conditions and thereafter are strongly encouraged to revisit the policy on a regular basis to ensure continued compliance.

**Recognition of Prior Service Policy**

Service with an Australian local, state or Commonwealth government authority, Victorian governing body or a public entity under the Public Administration Act, 2004 may be taken into consideration for long service leave purposes. Where recognition of prior service is sought, the following details should be provided to HR Shared Services via mail: 2 Treasury Place, Melbourne VIC 3002 or email: hrsharedservices@edumail.vic.gov.au :

* the name of the previous employer and a contact in the human resources department
* the period of service involved, including any period of leave without pay granted
* details of any pay in lieu of long service leave or leave already taken
* reason/s for cessation.

HR Shared Services will then contact the previous employer/s for confirmation of details of eligible service. Please contact HR Shared Services on 1800 039 411 if you would like to discuss your eligibility. It should be noted that service for the purpose of long service leave does not include the following periods of service:

* where there has been a break in service with the public sector of over 12 months. In this case the service prior to this period would not be recognised unless the department is satisfied that the break was due to special circumstances
* service which preceded the resignation of the employee from the public service or the termination of the employee’s employment in the public service if on that resignation or termination the employee received a sum characterised as a voluntary departure incentive or a targeted separation payment that was additional to his or her entitlements under any Act or agreement.
* characterised as a voluntary departure incentive or a targeted separation payment that was additional to his or her entitlements under any Act or agreement.

### Probation Period

Employees who are new to the VPS or who used to work in the VPS will, upon commencement with DPC, enter a probation period. The employee’s letter of offer will state the length of the probation period.

During the probation period, work performance and progress will be closely monitored by the relevant manager to ascertain the employee’s suitability to the role. Probation also provides an opportunity for the employee to receive regular feedback about performance and to evaluate their own suitability to the role and environment. A decision to confirm or terminate the appointment will be made at the end of the probation period. Please see the DPC Probation policy for more information.

### Personnel Records

HR Shared Services hold all employee files in a secure storage facility. The files contain the official documents relating to each staff member’s personal, payroll and position details. Staff and their respective managers may obtain copies of documents upon request to HR Shared Services. All information placed on personnel records will be handled with sensitivity, confidentiality and in accordance with the [Privacy](http://www.ssa.vic.gov.au/CA2571C900701857/0/CAA3DCEBF7EA95FDCA2571CA00270CCD) and Data Protection Act, 2014.

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### Diversity and Inclusion

We are committed to the principles of diversity, inclusion and equity, to ensure that all people:

* are treated with dignity and respect
* have equitable access to employment opportunities and outcomes
* have the ability to participate in all aspects of work life
* can achieve their full potential.

DPC aspires to be a vibrant and inclusive environment that values diversity and promotes inclusion.

Our commitment is demonstrated through workplace diversity and inclusion actions, plans and initiatives which will:

* enhance our ability to attract, retain and develop diverse talent
* allow us to competently work with and manage diversity
* help us achieve authentic and inclusive leadership
* allow multiple perspectives in decision making
* enhance our reputation as a genuine employer of choice
* increase our accountability for achieving diversity goals
* ensure we reflect the community we serve
* engage people and get people excited about diversity and inclusion.

Diversity and inclusion needs to be a lived and breathed experience; contemplated in all key decision making processes and at all levels of the organisation.

For more information, please refer to the Diversity and Inclusion section on the DPC Intranet.

**Equal Opportunity and Diversity Policy and Procedure**

DPC is committed to the principle of equity and fair treatment of their employees. In accordance with the Equal Opportunity Act 2010, this means, among other things, selecting the best person for the job. This should be based on an individual’s ability to meet the job requirements, without regard to age, impairment, industrial activity, lawful sexual activity, marital status, sex, race, physical features, pregnancy, religious or political beliefs, status as parent/carer, personal association or other factors except where they are directly relevant to the job requirements.

This also means alleviating barriers which may be faced by disadvantaged groups and ensuring that staff have access to a fair and efficient grievance review process to address perceived breaches of merit and equity.

In accepting this offer of employment, and in accordance with Commonwealth legislation applicable in Victoria, you will be agreeing to abide by the terms and conditions of this policy. Please contact DPC People and Culture for further information.

**Prevention of Sexual Harassment Policy**

The Prevention of Sexual Harassment in the Workplace Policy applies to all staff and clients of DPC and sets out the legal responsibilities and obligations for DPC and its staff.

Sexual harassment is unlawful and prohibited by both the Equal Opportunity Act 2010 (Vic) and the Sex Discrimination Act 1984 (Cth). DPC is committed to providing a safe, flexible and respectful environment for staff and clients that is free from all forms of sexual harassment.

For more information, please refer to DPC’s Prevention of Sexual Harassment in the Workplace Policy.

In accepting this offer of employment, and in accordance with Commonwealth legislation applicable in Victoria, you will be agreeing to abide by the terms and conditions of this policy. Please contact DPC People and Culture for further information.

### Freedom of Information

The Freedom of Information Act 1982 is a part of a package of administrative laws, which provide rights of public access to, and collection of, government information. Consequently, most documentation relating to decisions and activities is open to public scrutiny. This should be kept in mind in the conduct of your duties and the exercise of your responsibilities. For more details on this subject, contact the Freedom of Information team in Corporate Operations Branch upon commencement.

**Records Management**

DPC relies on well-organised information to make recommendations and decisions. As such, an efficient records management system is an essential part of the communication process. All DPC employees are expected to familiarise themselves with the general principles outlined in the Public Records Act 1973 and to adhere to the VPS Code of Conduct in relation to documentation, security, and confidentiality requirements. Upon commencement with the department you will be provided with details and training of DPC’s electronic management system, Content Manager.

DPC also has a Clean Desk Policy requiring staff to ensure that documents, files, and other materials are locked away at the end of the working day.

### WorkCover

For the purposes of workers’ compensation and rehabilitation, all staff are covered under the provisions of the [Occupational Health and Safety Act 2004](http://www.worksafe.vic.gov.au/wps/wcm/connect/wsinternet/WorkSafe/Home/Safety%2Band%2BPrevention/Health%2BAnd%2BSafety%2BTopics/Occupational%2BHealth%2Band%2BSafety%2BAct%2B2004/) and the Accident Compensation Act, 1985. People who are injured or have a condition arising out of, or in the course of, employment with DPC are eligible to claim for WorkCover if work significantly contributed to the injury or illness.

### Smoking Policy

The VPS maintains a smoke-free environment. In accordance with government policy, all government buildings and vehicles are designated non-smoking areas. Smoking within the grounds of the ‘Treasury Reserve’ is only permitted in designated areas. These areas are identified in the department’s Smoking Policy. You may access a copy from the ‘Occupational Health and Safety’ page on the intranet.

### Security

Entry to the Treasury Reserve premises and other DPC buildings are subject to security arrangements and employees are issued with security access cards on commencement. Employees are required to carry their security access card at all times and to display it on entering the building. Regular patrols are made of the premises and these patrols are supported by an electronic monitoring system.

Visitors are required to sign-in at reception/security at a number of our locations and where applicable, will be issued with a visitor’s pass.

Once inside the department, a DPC employee must escort a visitor at all times.

### Evacuation Procedures

DPC has established procedures to deal with emergency situations, such as fire, bomb threat, or personal emergencies. There will be drills from time to time to familiarise you with escape routes and the procedures to be followed in emergency situations. DPC expects all employees to learn and cooperate with the emergency procedures. Upon commencement, make sure you read the emergency procedures and know where the emergency exits are located.

Staff who are mobility impaired should complete a Personal Emergency Evacuation Plan (PEEP). This includes anyone who foresees that they may require assistance during an evacuation, due to an existing injury, disability or medical condition.

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### Computer Access

Your manager will have arranged for you to have access to DPC’s computer system upon commencement. Given the reliance on computer processing and information exchange, the Information Management team will provide you with resources and an introduction to your PC and IT services on your arrival. You will also be advised of DPC’s password security and information security practices.

Please take particular care to become familiar with these and adhere to them at all times. You are also required to comply with the Internet and Email Usage Policy, as outlined in Section 3 of this document.

### DPC Core Office Locations

|  |
| --- |
| **LOCATION** |
| 1 Treasury Place\* |
| 1 Macarthur Street\* |
| 1 Spring Street |
| 35 Collins Street |
| 121 Exhibition Street |

\* These locations are in an area known as Treasury Reserve. 1 Treasury Place and 1 Macarthur Street are both shared with the Department of Treasury and Finance.

Key contacts for DPC and other departments can be found in the Victorian Government Directory via the DPC intranet.

### Information Management & Technology

Effectively managing our information is critical to DPC’s ability to deliver timely and responsive policy advice to the Premier and Cabinet. The Information Management and Technology (IMT) team of the Corporate Operations Branch in DPC can advise you about good recordkeeping practices and help you to understand the IM policies, procedures and business rules you must comply with, as well as your information security obligations. IMT also provides user training and support for IM and IT processes, systems and applications.

IMT is also the contract manager for the department’s IT service provider, CenITex. CenITex maintains the network infrastructure, provides a help desk service for users and supplies standard services such as installing PCs and setting up new user accounts.

### Showers and changing rooms

Showers and changing room facilities are available in all buildings. Please check with your Manager or local building management.

**Nursing and parent facilities**

### DPC is an accredited Breastfeeding friendly Workplace by the Australian Breastfeeding Association and is committed to providing a workplace environment that will assist employees to balance their work and family responsibilities

Further information about available facilities can be found on the DPC intranet.

### Transport during office hours

Due to the department’s inner city location, in most circumstances it is appropriate to utilise public transport to visit other city locations for business reasons. Please see the Travel Policy for more information on travel, or your Branch Executive Assistant (EA) for a Myki pass or Cabcharge voucher.

### Need to know more?

If you require further information on something outlined in this section please contact your prospective manager, HR Shared Services, or the DPC Recruitment and Employee Experience team. PACK

**Contact Details for HR Shared Services**

Phone: 1800 039 411

Email: hr.shared.services@edumail.vic.gov.au

Mail: 2 Treasury Place, Melbourne, VIC 3000

Or

**Contact details for DPC Recruitment and Employee Experience team**

People and Culture

Email: recruitment@dgs.vic.gov.au

Mail: level 16, 35 Collins St Melbourne, VIC, 3000

### Congratulations again on being offered employment in the Department of Premier and Cabinet. We hope that you will enjoy your time in DPC!