Department of Government Services  
Employee Welcome Pack

August 2024

Contents

[Acknowledgment of Country 4](#_Toc193112641)

[Welcome 4](#_Toc193112642)

[Section One: About the department 5](#_Toc193112643)

[Ministers 5](#_Toc193112644)

[Our Secretary 5](#_Toc193112645)

[Our Leadership Team 5](#_Toc193112646)

[Our Agencies and Entities 5](#_Toc193112647)

[Our structure 6](#_Toc193112648)

[Section 2: About the Victorian Public Service 8](#_Toc193112649)

[Victorian Public Service Structure 8](#_Toc193112650)

[Role of the Lead Ministers’ departments 8](#_Toc193112651)

[Role of the Public Sector Standards Commissioner 8](#_Toc193112652)

[Victorian Secretaries Board 9](#_Toc193112653)

[Section 3: Working at DGS 10](#_Toc193112654)

[Your appointment 10](#_Toc193112655)

[Our workplace 10](#_Toc193112656)

[Your responsibilities 10](#_Toc193112657)

[Health, Safety and Wellbeing (HSW) 11](#_Toc193112658)

[Self-determination 11](#_Toc193112659)

[DGS policies and procedures 12](#_Toc193112660)

[Code of Conduct 12](#_Toc193112661)

[Our Public Sector Values 12](#_Toc193112662)

[Flexible working 13](#_Toc193112663)

[HR Support 13](#_Toc193112664)

[Payroll support 13](#_Toc193112665)

[HR Delegations 14](#_Toc193112666)

[Staff Networks 14](#_Toc193112667)

[Staff Facilities (35 Collins Street) 14](#_Toc193112668)

[Section 5: Getting Started 16](#_Toc193112669)

[Intranet site 16](#_Toc193112670)

[Email 16](#_Toc193112671)

[Learning Management System (LMS) 16](#_Toc193112672)

[Access Kando Central 17](#_Toc193112680)

[Access PeopleCentral LMS 17](#_Toc193112681)

[Access Nexus LMS 17](#_Toc193112682)

[Performance Development Plan (PDP) 17](#_Toc193112685)

[Induction modules 18](#_Toc193112686)

[Information management 18](#_Toc193112687)

[Potential Parliamentary Questions (PPQs) 18](#_Toc193112688)

[Briefs 18](#_Toc193112689)

[Templates 19](#_Toc193112690)

[Adobe Acrobat 19](#_Toc193112691)

## Acknowledgment of Country

We proudly acknowledge First Nations peoples and their strength in practising the world’s oldest living culture. We acknowledge the Traditional Owners of the lands and waters on which we all live and work across Victoria and pay our respects to their Elders past and present.

We acknowledge the tireless efforts of the traditional custodians of Country to share their histories, stories, restore lost language and culture. We applaud the sharing of knowledge and traditional practices with all Victorians in caring for this beautiful state.

## Welcome



Hello and welcome to the Department of Government Services (DGS).

DGS was established on 1 January 2023 to improve everyone’s experience of doing business and interacting with the Victorian government.

I hope you are as excited as I am about the journey we are on to transform services to make sure they put the customer first.

Since we were established, we’ve laid the foundations to set ourselves up for success. We’re making great progress and are continuing to introduce new tools and services to support you at work. But there are still some things to come so I thank you in advance for your patience.

This pack should help you with what you need to know to get started. If you can’t find what you need, make sure you talk to your leaders and get support.

Our intranet is also growing with more tools, resources and information to help you at work. It is being updated regularly with new pages and resources, so make sure you check it out.

Welcome to the department.

**Jo de Morton**

Secretary

# Section One: About the department

## Ministers

The Department of Government Services ministers are:

* Minister for Government Services, Minister for Consumer Affairs (Coordinating Minister), Gabrielle Williams MP
* Minister for Local Government, the Hon. Melissa Horne MP
* Minister for Small Business, the Hon. Natalie Suleyman MP

You can find out more about our ministers on the [DGS Website.](https://www.vic.gov.au/department-government-services)

## Our Secretary

Our Secretary is Jo de Morton.

You can read more about Jo on the [DGS Website.](https://www.vic.gov.au/department-government-services)

## Our Leadership Team

Our Leadership Team includes:

* Deputy Secretary, Consumer Affairs and Local Government – Lisa Gandolfo
* Deputy Secretary, Corporate Shared Services– Gayle Porthouse
* Deputy Secretary, Digital Transformation – John Batho
* CEO, Service Victoria (Acting) — Darren Whitelaw

You can read more about our team on the [DGS SharePoint Page](https://vicgov.sharepoint.com/sites/VG002352/SitePages/Home.aspx).

## Our Agencies and Entities

The department brings together people from a range of areas across government. See [our website](https://www.vic.gov.au/department-government-services) for details.

## Our structure

Since our establishment, our leadership team has been taking a staged approach to creating a modern and forward-looking department together.

We consist of three groups that work together.

**Consumer Affairs and Local Government**

Our Consumer Affairs and Local Government group focuses on making it easier for Victorians and businesses to engage with government.

It’s accountable for:

* policy development
* regulatory design and administration
* system and program design
* the delivery of services to – and in the best interests of – Victorians.

Regulatory Services & Consumer Affairs Victoria, Regulation Policy & Dispute Services, Local Government Victoria and Emergency Coordination & Resilience & Local Government Emergencies, sit under the Consumer Affairs and Local Government group. A core priority for our department is to review these services to see how we can improve them for Victorians and businesses.

**Corporate Shared Services**

Corporate Shared Services is focused on improving service delivery and increasing productivity within government itself. Every department historically uses their own platforms, so our job is to find ways of streamlining services and opportunities to share platforms. This is to reduce duplication and ensure our departments operate in a more cost-effective way.

It’s accountable for:

* policy development
* corporate governance and administration
* delivery of services for Victorian public servants.

Corporate Services Transformation, People and Governance, Finance, Procurement and Accommodation, Carpool and Library Services sit under the Corporate Shared Services group.

**Digital Transformation**

The Digital Transformation group is accelerating the government’s digital transformation.

A main priority for the group is to develop whole of government policies and projects that address the opportunities and risks of digital transformation. It is also focused on creating whole of government digital platforms and infrastructure to improve productivity and effectiveness.

Births, Deaths and Marriages, the Worker Screening Unit, Public Record Office Victoria and the Whole of Victorian Government contact Centre and Grants Centre sit within Digital Transformation. Service Victoria also sits under the Digital Transformation group as it is a key platform to deliver services to the community. Service Victoria will be core to the digitalisation of services across government.

You can find more information on each group, including our organisation charts, on the [About Department of Government Services](https://vicgov.sharepoint.com/sites/VG002352/SitePages/About-DGS.aspx#meet-your-leadership-team) intranet page.

.

# Section 2: About the Victorian Public Service

## Victorian Public Service Structure

The 10 departments that make up the Victorian Public Service (VPS) are:

* Department of Education (DE)
* Department of Government Services (DGS)
* Department of Health (DH)
* Department of Families, Fairness and Housing (DFFH)
* Department of Justice and Community Safety (DJCS)
* Department of Premier and Cabinet (DPC)
* Department of Energy, Environment and Climate Action (DEECA)
* Department of Jobs, Skills, Industry and Regions (DJSIR)
* Department of Treasury and Finance (DTF)
* Department of Transport and Planning (DTP)

## Role of the Lead Ministers’ departments

There are 2 ‘Lead Ministers’ departments also known as ‘Central Agencies’ within the VPS:

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

These departments provide leadership, strategic direction, and unifying intelligence on the implementation of government policy. A function of DPC is to provide advice on decision-making. In instances where consistency across departments is important, DPC sets broad parameters within which the strategic objectives of government can be met.

## Role of the Public Sector Standards Commissioner

The *Public Administration Act 2004* (PAA) established the Victorian Public Sector Commission (VPSC) which is one of DPC’s portfolio agencies. The VPSC is headed by the Victorian Public Sector Commissioner. The Commissioner’s role is to strengthen the efficiency, effectiveness and capability of the public sector to:

* meet existing and emerging needs
* deliver high quality services

maintain and advocate for public sector professionalism and integrity.

## Victorian Secretaries Board

The Victorian Secretaries Board (VSB) is Victoria’s public sector strategic leadership group.

The 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, DPC (as Chair), the secretaries of each department, the Chief Commissioner of Police, the Chair of the Victorian Public Sector Commission, and the Chair of the Deputy Secretaries Sub-Committee (called the Public Sector Administration Committee).

# Section 3: Working at DGS

Your appointment

You have been appointed to the Victorian Public Service (VPS):

* on an ongoing basis, or
* subject to a contract between DGS and yourself (this includes employment on a casual basis, a fixed-term basis, traineeship or contractor).

You should already have a copy of your Position Description outlining your position requirements.

Please check your letter of offer for your employment details, particularly in relation to any probationary period.

If a probationary period applies, your appointment will be confirmed at the end of that period if your performance has been satisfactory. Your manager will work with you to complete a probation report throughout the probationary period.

## Our workplace

We are committed to providing a safe, inclusive and respectful workplace for all employees.

We do not tolerate negative and inappropriate behaviours, including bullying, discrimination, harassment and victimisation..

## Your responsibilities

To ensure our workplace is safe, inclusive and respectful, each one of us is responsible for:

* treating each other with respect and professional courtesy
* being inclusive of others and ensuring cultural safety
* valuing our colleagues and accepting their differences
* respecting efforts and achievements of colleagues
* ensuring we consider our impact on others
* calling out and addressing behaviour that may lead to negative behaviours. This includes bullying, harassment, discrimination, violence and aggression. ​

You have responsibilities specific to your role, as outlined in your position description. You also have responsibilities set out in the:

* the [Victorian Public Service Enterprise Agreement 2024](https://www.fwc.gov.au/document-search/view/3/aHR0cHM6Ly9zYXNyY2RhdGFwcmRhdWVhYS5ibG9iLmNvcmUud2luZG93cy5uZXQvZW50ZXJwcmlzZWFncmVlbWVudHMvMjAyNC84L2FlNTI1NzU1LnBkZg2?sid=&q=IAN%24%24VICT%24%24PUBLIC%24%24SERVICE)
* [VPS Code of Conduct](https://vpsc.vic.gov.au/ethics-behaviours-culture/codes-of-conduct/code-of-conduct-for-victorian-public-sector-employees/)
* [VPSC Common Policies](https://www.vic.gov.au/common-policies-victorian-public-service-enterprise-agreement)
* [DGS policies](https://vicgov.sharepoint.com/sites/VG002352/SitePages/DGS-Policies.aspx).

You are encouraged to read all of these documents so that you are fully aware of what is required of you as an employee of the department.

## Health, Safety and Wellbeing (HSW)

Health, Safety and Wellbeing is a shared responsibility. All employees, contractors, volunteers, and visitors at DGS must take ownership of their own safety and that of their colleagues and stakeholders.

We take a holistic and inclusive approach to health and safety. This includes promoting positive mental health and wellbeing, and preventing and responding to occupational violence and aggression. Our approach aligns with the [VPS Leading the Way framework](https://vpsc.vic.gov.au/workforce-capability-leadership-and-management/workforce-management/managing-mental-health-and-safety-in-the-victorian-public-sector/leading-the-way-occupational-health-and-safety-strategy/).

[DGS Health and Safety Policy and procedures are available on the Health, Safety and Wellbeing intranet page](https://vicgov.sharepoint.com/sites/VG002352/SitePages/Health,%20safety%20and%20wellbeing.aspx).

You can email the [DGS Health, Safety & Wellbeing team](mailto:HealthSafetyWellbeing@dgs.vic.gov.au) with any queries you may have. You can also contact the relevant people below until our HSW systems are fully operational.

|  |  |
| --- | --- |
| Department | Contact |
| DPC | [healthsafetywellbeing@dgs.vic.gov.au](mailto:healthsafetywellbeing@dgs.vic.gov.au) |
| DTF | [healthsafetywellbeing@dgs.vic.gov.au](mailto:HSW@dgs.vic.gov.au) |
| DJSIR | Contact the team by filling out a request form via the [Corporate Connect](https://djpr.service-now.com/sp?id=sc_cat_item&sys_id=5a525332db3a9810764bcae43a961995&sysparm_category=ea21a653dbf274909bbd12e2149619dc) service portal or contact the hotline on 1800 370 724 between 9am – 5pm on weekdays |
| DJCS | [ohs@justice.vic.gov.au](mailto:ohs@justice.vic.gov.au) |

## Self-determination

We are committed to self-determination to ensure First Peoples have a voice and are empowered to share their knowledge and experience in supporting the department’s work on matters that affect First Peoples. We are committed to the self-determination guiding principles set out in the [Victorian Aboriginal Affairs Framework](https://www.firstpeoplesrelations.vic.gov.au/sites/default/files/2019-09/Victorian-Aboriginal-Affairs-Framework_1.pdf). You can [learn more about government’s commitment to self-determination on the First Peoples’ State Relations website](https://www.firstpeoplesrelations.vic.gov.au/sites/default/files/2019-09/Self-Determination-Reform-Framework-August-2019.PDF).

All of us have a role to play in supporting government’s commitment to self-determination including Treaty. We can do this by building our knowledge and awareness about our First Nations communities in Victoria. This also means each one of us recognises and embeds our responsibilities so that our workplace is inclusive and culturally safe for everyone to thrive.

## DGS policies and procedures

Our policies set the standard at which the department operates. These are available on the [DGS Policy Hub on our intranet](https://vicgov.sharepoint.com/sites/VG002352/PolicyHub) . These are reviewed biannually to make sure they comply with current government legislation.

## 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) which sets out the expected behaviour of Victorian public servants. It will assist you in understanding your responsibilities and obligations fo work performance and conduct. Please read the Code (which was sent with your letter of offer) and act in accordance with it. Further information about the Code can be found on the [Victorian Public Sector Commission website](https://vpsc.vic.gov.au/ethics-behaviours-culture/codes-of-conduct/code-of-conduct-for-victorian-public-sector-employees/).

## Our Public Sector Values

We are committed 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 lay the foundation for integrity and accountability for employees.

##### 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

Further Information about the Public Sector Values can be found on the [Victorian Public Sector Commission website](https://vpsc.vic.gov.au/ethics-behaviours-culture/public-sector-values/).

## Flexible working

We are committed to providing a flexible work environment. This means that you can have a meaningful level of control over when, where and how you work, subject to corporate requirements. You will need to speak with your manager to agree on flexible work arrangements.

Once you agree on arrangements with your manager, you should record these in your payroll system. If you need support with recording flexible working arrangements, speak to your manager in the first instance, or contact your relevant payroll (outlined in the payroll support below).

The DGS Flexible Work Policy is [found on the DGS Policy Hub on the intranet](https://vicgov.sharepoint.com/sites/VG002352/PolicyHub).

## HR Support

Please [email the Human Resources team](mailto:HRSupport@dgs.vic.gov.au) for HR support. for HR support.

Payroll support

We are working to implement a single payroll system. Until that is introduced, we are supported by payroll systems at a number of other departments.

If you have a payroll query, please contact the relevant payroll provider:

|  |  |
| --- | --- |
| Department payroll | Email |
| DPC/ DTF (EduPay) | [hr.shared.services@education.vic.gov.au](mailto:hr.shared.services@education.vic.gov.au) |
| DJSIR | [payroll@ecodev.vic.gov.au](mailto:payroll@ecodev.vic.gov.au) |
| DJCS | [NexusServiceDesk@justice.vic.gov.au](mailto:NexusServiceDesk@justice.vic.gov.au) |

## HR Delegations

Our [Human Resources (HR) Delegations](https://vicgov.sharepoint.com/:b:/r/sites/VG002352/Shared%20Documents/HR%20Delegations_DGS.pdf?csf=1&web=1&e=ofLx8k) sets out who can make certain human resources decisions within the department. Please refer to our HR delegations for all HR-related actions.

## Staff Networks

There are various staff networks available for you to join at DGS. These networks are led by staff for staff, and give you the opportunity to learn core skills, share knowledge, and get to know others in the department and across the VPS.

You can find more information on the [Staff networks intranet](https://vicgov.sharepoint.com/sites/VG002352/SitePages/Staff-led-networks.aspx) page.

|  |  |
| --- | --- |
| Staff Network | Contact |
| DGS First Peoples' Staff Network | [Tirzah Bokelund, Treaty Executive Coordinator](mailto:tirzah.bokelund@dgs.vic.gov.au) |
| DGS/DPC/DTF Combined Enablers Network | [Matthew Parker, Senior Adviser Disability Access and Inclusion](mailto:matthew.r.parker@dpc.vic.gov.au) |
| DGS/DPC LGBTIQA+ Staff Network | [Andy Cowan, Chair LGBTIQA+ Staff Network](mailto:andy.cowan@dgs.vic.gov.au) |

## Staff Facilities (35 Collins Street)

We’re committed to fostering a healthy and supportive environment for all staff. We offer a range of well-being facilities designed to promote physical, mental, spiritual and emotional health.

We believe that a well-rounded approach to well-being is essential for achieving personal and professional success.

|  |  |
| --- | --- |
| Staff Facilities | Location |
| End of Trip | Located on P2  Cyclists – enter via Flinders Lane carpark  Internal – enter via Ground Floor  For access email- [Facilities@dpc.vic.gov.au](mailto:Facilities@dpc.vic.gov.au) |
| Parents Room | Located on Level 15  Book via - DPC-Lvl 15 Parents Room(2)/35 Collins Street |
| Spirituality Room | Located on Level 16 |
| Wellness Room | Located on Level 13 |

# Section 5: Getting Started

As you start to settle in, we encourage you to familiarise yourself with the DGS environment and [our intranet site](https://vicgov.sharepoint.com/sites/VG002352/SitePages/Home.aspx).

## Intranet site

Our intranet site is where you can find helpful information to support you to do your job.

The latest news from the department can be viewed on the [intranet homepage](https://vicgov.sharepoint.com/sites/VG002352/SitePages/Home.aspx). You’ll also find quick links to popular items including:

* ABC (our briefing system)
* The latest job vacancies
* Our policy hub
* Leader communications
* Tools and templates

The top navigation bar can direct you to information about our department, resources to support you at work, how-to pages, as well as tools and templates.

The intranet is a work in progress and we are adding new pages each week. Make sure you check it regularly to see what’s new.

## Email

​​​​​​​DGS staff should use the DGS email signature. [Instructions and a template for email signatures](https://vicgov.sharepoint.com/:w:/r/sites/VG002352/_layouts/15/Doc.aspx?sourcedoc=%7B427D6D70-1963-4EF4-B09C-047E3C2AF38F%7D&file=Signature%20block%20and%20profile%20photo%20instructions.docx&action=default&mobileredirect=true) are available.

## Learning Management System (LMS)

## We currently have 3 Learning Management Systems (LMS) where you can find learning programs, materials and other educational resources.

## The LMS platform allows you to:

## view and enrol in face-to-face and virtual training

## complete e-learning modules

## update learning profiles and record learning activities

## develop your Performance and Development Plan (PDP)

## Your LMS is aligned with your division or branch's legacy area from pre-January 2023 Machinery of Government changes.

## [Access Kando Central](https://dtf.interactiontraining.net/Central/)

## [Access PeopleCentral LMS](https://performancemanager10.successfactors.com/sf/learning?Treat-As=WEB&bplte_company=departme10&_s.crb=OHXXzoBrf3DVqTO4dbw%252fE9g0%252bVE%253d#/login)

## [Access Nexus LMS](https://justicevic.csod.com/samldefault.aspx?ouid=2)

## We are in the process of planning to move onto a single HR platform for all staff that will include your learning management.

## **Please note:** new employee profiles are created monthly in Kando and PeopleCentral. You will receive an email when your profile has been created. As a new employee, this may mean you can’t immediately log into your LMS. If you haven’t receive an email within your first month with the department, please [contact the Learning and Development team.](mailto:LearningDevelopment.Support@dgs.vic.gov.au)

## Performance Development Plan (PDP)

All employees **must** complete a Performance Development Plan (PDP) and participate in the performance review process. This is outlined in the [Victorian Public Service Enterprise Agreement 2024](https://www.fwc.gov.au/document-search/view/3/aHR0cHM6Ly9zYXNyY2RhdGFwcmRhdWVhYS5ibG9iLmNvcmUud2luZG93cy5uZXQvZW50ZXJwcmlzZWFncmVlbWVudHMvMjAyNC84L2FlNTI1NzU1LnBkZg2?sid=&q=IAN%24%24VICT%24%24PUBLIC%24%24SERVICE).

You should use the PDP system which is aligned to your payroll system. If you are on a different system to your manager (due to being aligned to different payroll systems), then you will need to obtain the relevant approvals offline but maintain the PDP in your system or, at last resort, maintain a PDP in a word template.

If you’ve joined DGS during the performance cycle, you’re expected to develop a plan within one month of starting.

**PDP System**

Performance plans are created and completed in your LMS:

[Access Kando Central](https://dtf.interactiontraining.net/Central/)

[Access PeopleCentral LMS](https://performancemanager10.successfactors.com/sf/learning?Treat-As=WEB&bplte_company=departme10&_s.crb=OHXXzoBrf3DVqTO4dbw%252fE9g0%252bVE%253d#/login)

[Access Nexus LMS](https://justicevic.csod.com/samldefault.aspx?ouid=2)

For system support, please reach out to the contact below that aligns with your payroll system.

|  |  |
| --- | --- |
| Department payroll | Contact |
| DPC/ DTF / DJSIR payrolls | [learningdevelopment.support@dgs.vic.gov.au](mailto:learningdevelopment.support@dgs.vic.gov.au) |
| DJCS payroll | [nexusservicedesk@justice.vic.gov.au](mailto:nexusservicedesk@justice.vic.gov.au) |

## Induction modules

We expect you to complete your mandatory induction learning modules in a timely manner. You can find these on the learning management system that is aligned to your payroll system.

If you are unsure where to access your induction eLearn, please contact the learning team aligned with your payroll system, using the below details.

|  |  |
| --- | --- |
| Department | Contact |
| DPC / DTF | [LearningDevelopment.Support@dgs.vic.gov.au](mailto:LearningDevelopment.Support@dgs.vic.gov.au) |
| DJCS | [learning@justice.vic.gov.au](mailto:learning@justice.vic.gov.au) |

## Information management

Please speak to your manager about where to save and store your business documents. For now, you will continue to save and store your information in the information management repository of your given department of DPC, DTF, DJCS or DJSIR. Staff who work in agencies and entities should also continue to store information in the existing repository.

A review and planned migration of all current and historical records related to your function is being worked out. The Information Management teams from the 4 incoming departments will work together with DGS’ Information Management Working Group to complete this.

## Potential Parliamentary Questions (PPQs)

For now, you should continue to create, save and manage your PPQs in the system of your giving department of DPC, DTF, DJCS or DJSIR. Once the PPQ reaches your deputy secretary’s Office they will manage the approval for the Secretary or ministers accordingly.

## Briefs

You should use your work area’s giving department’s briefing system until DGS releases our own centralised briefing system in October, called ABC. Once ABC is available, all DGS briefs, correspondence and parliamentary matters will be created, managed and stored in ABC.

Cross-briefs (briefs that DGS drafted on behalf of our customer departments DPC and DTF) are created and managed using the relevant department’s briefing system.

For more information on ABC and cross-briefs, please visit the [ABC intranet page](https://vicgov.sharepoint.com/:u:/r/sites/VG002352/SitePages/Welcome-to-ABC-%E2%80%93-our-new-system-for-briefs,-correspondence-%26-parliamentary-matters.aspx?csf=1&web=1&e=vunF4M).

## Templates

A set of [interim templates](https://vicgov.sharepoint.com/sites/VG002352/SitePages/Templates-and-tools.aspx) have been developed for you to use until we complete our branding exercise for the department.

Templates include:

* Position description
* PowerPoint presentation
* Letterhead for DGS correspondence
* Letterhead for ministerial correspondence
* Signature block
* DGS briefing templates for the secretary, and each of our ministers
* Document templates, both with and without a cover.

## Adobe Acrobat

## Adobe licensing requires login via DPC email address. Open Adobe Acrobat and follow prompts to copy link and open in a browser to get to the sign in screen. Then sign in with “DPC” in your email address instead of “DGS”.

## Booking Meeting Rooms

To book a meeting room at 35 Collins St, in ‘Scheduling Assistant’ go to Room Finder and select DPC – Melb 35 Collins Street under ‘Building’. Scroll down and find the room you would like to book and add to the meeting invitation.

A screenshot of a computer screen

Description automatically generated

If you get a ‘decline’ and a message that ‘you don’t have permission to book this resource’ as per below, then [email Business Technology](mailto:business.technology@dpc.vic.gov.au) (DPC) and ask them for permission to book meetings rooms at 35 Collins St.

A screenshot of a email

Description automatically generated

Last updated 23 October 2024

Document Owner: Bree Bolst, Director, People and Culture