

2022 AEC Graduate Induction

Monday 31 January 2022



Before we get started, a few housekeeping things to mention

Toilets are located ****

Kitchen is just behind us where you can refill your drink bottles and where we will have lunch

Emergency exits are located next to the lifts – look for the green exit signs. You will need your pass to exit so make sure to have it on you at all times

Evacuation Point is Garema Place



ICE BREAKER

What is one thing you have found interesting or that has surprised you since arriving in Canberra?

WELCOME TO THE AEC GRADUATE PROGRAM

About the AEC

Graduate Program Overview

Probation and Performance

Graduate Work Expectations

Advancement

Timesheets, Leave, Flex, Hours of Work

Security & Social Media

ABOUT THE AEC

Finance Portfolio

Senator the Hon. Simon Birmingham

- Minister for Finance



The Hon. Ben Morton MP

- Assistant Minister for Electoral Matters
- Assistant Minister to the Prime Minister and Cabinet
- Minister for the Public Service

We are 1 of 6 agencies part of the Finance Portfolio.

Senator the Hon Simon Birmingham, the **Minister for Finance** has overall responsibility for the Finance portfolio. He has a long list of responsibilities and is supported by a team of Assistant Ministers and Secretary's/Commissioners for each agency.

- Budget policy advice and process, and review of government programs.
- Government financial accountability, governance and financial management frameworks, including grants and procurement policy and services.
- Shareholder advice on Government Business Enterprises (GBEs) and commercial entities treated as GBEs.
- Policy guidance and management of act of grace requests and waiver of debts owed to the Commonwealth.
- Policy guidance for Comcover, the government's self-managed insurance fund, and risk policy.
- General policy guidelines for Commonwealth statutory authorities.
- Superannuation arrangements for Australian Government civilian employees and parliamentarians, and retirement benefits for Governors-General, Federal Judges and Federal Court Judges.
- Asset sales.
- Policy advice on the Future Fund and Australian Government Investment Funds, and authorisation of payments from Australian Government Investment Funds to

entities.

- *Parliamentary Business Resources Act 2017* expenses framework.
- *Members of Parliament (Staff) Act 1984* (MOP(S)) Act employment framework (shared with the Prime Minister).
- Electoral policy.

The **Honourable Ben Morton** is the **Assistant Minister for Electoral Matters**

The **Assistant Minister for Electoral Matters** will have responsibility for the following areas of the portfolio:

- Electoral matters (supported by the Australian Electoral Commission (AEC)) and will assist on electoral policy relating to charities and other not-for-profits.
- Whole-of-government property policy and administration, including non-defence owned estate
- The Public Works Committee.
- Requests for act of grace payments and waivers of debt under the Public Governance Performance and Accountability Act 2013
- Government campaign advertising.
- Australian government superannuation – routine matters, including responding to correspondence on administration of Australian government superannuation.
- Administrative and operational matters for Comcover, the government's self-managed insurance fund.



Tom Rogers is our Electoral Commissioner and is responsible for the management and strategic leadership of the AEC.

Jeff Pope is our Deputy Electoral Commissioner (DEC) is responsible for overseeing the operational functions of the AEC. This includes monitoring performance, risk, compliance and organisational performance. In our organisational structure the DEC is responsible for the Deputy's Division with direct line accountability for:

- Finance and Corporate Performance
- National Training & Education Unit
- Community & International Engagement
- Legal and Procurement

The DEC is also the AEC champion for a range of priority areas of focus including diversity and inclusion and privacy maturity.

Michael Lynch

Kath Gleeson

Thomas Ryan is the FAC of the Organisational Transformation Division which was established to design and deliver strategic approaches to transforming the AEC, ensuring the agency is future ready now, and continues to refine practices to deliver high calibre electoral services.

CLASSIFICATIONS

SES Band 1

(Branch Head/Assistant Commissioner)

Executive Level 2

(Director)

Executive Level 1

(Assistant Director)

APS 1 - 6

NATIONAL OFFICE BUILDINGS



10 MORT STREET



4 MORT STREET



73 NORTHBOURNE
AVENUE

10 Mort Street – main national office with majority of business areas housed here

4 Mort Street – all of People & Property Branch except payroll and systems and TEW

73 Northbourne – IT, Security and a few other branches

If you need to visit one of the other buildings you may need an additional pass from security.

2022 PROGRAM OVERVIEW



- ❖ Complete two workplace rotations (roughly six months each).
- ❖ Additional Election Placement
- ❖ Participate in the APSC Graduate Development Program.
- ❖ Opportunity to advance to the APS 5 classification at the completion of the program.
- ❖ Final placement at successful completion of the program.

All graduates complete two rotations in different business areas, to provide exposure to a variety of work within the agency.

Rotation 1: 31 January – 29 July

Rotation 2: 1 August – 20 January

GRADUATE PROGRAM REQUIREMENTS

In order to successfully complete the Graduate Program, graduates are required to:

- ❖ successfully complete the six-month probation,
- ❖ achieve a minimum performance rating of 'Meets Expectations' in the Individual Performance Plan following Rotation 1,
(normal end cycle review)
- ❖ achieve a performance rating of 'Meets Expectations', or 'Exceeds Expectation' in the Individual Performance Plan following Rotation 2,
(normal mid-cycle review)
- ❖ attend and actively participate in all graduate activities and networking opportunities,
- ❖ attend and successfully complete respective learning and development program requirements, including participate in and complete major projects.

PROBATION

As per all ongoing employees newly engaged in the AEC, your engagement is subject to satisfactory completion of a six month probation period.

Probation reports are to be completed in Aurion following the below timeframe:

- February – Initial probation discussion
- March – Second month probation report due
- May – Fourth month probation report due
- June – Final probation report due
- July – Probation passed / extended



Graduate supervisors will assess you against clearly defined expectations in relation to:

- your work, including performance measures (are you meeting the performance expectations and responsibilities of your role as a graduate)
- your conduct, attendance and security practices, and (AEC Values, APS Values and APS Code of Conduct)
- will address any identified areas of performance or concerns within the probationary period.

PERFORMANCE MANAGEMENT

Effective performance management through regular, ongoing and meaningful conversations will help you identify key deliverables and performance expectations, which support your work.

What is graduate performance management?

- ❖ Ongoing, two-way conversations are the key to effective performance management.
- ❖ Performance management is designed around the individual relationship and its needs - one approach will not suit everyone.
- ❖ Graduates need to be responsible for their own performance.
- ❖ Supervisors need to be accountable for supporting development in skills and experience.



Graduates are required to:

- actively participate in and complete an IPP with the supervisor within each rotation
- participate in and complete probation successfully
- actively participate in and achieve satisfactory results in all development/academic activities including rotation components and graduate program events/activities and training sessions
- adhere to agency policies and procedures and observe the APS Code of Conduct and AEC Values
- actively partake in the mentoring program
- build networks across the agency
- ensure rotation supervisors are aware of attendance at all training and events, including any changes to dates and times
- maintain a strong working relationship with Graduate Coordinator throughout program.

Supervisor

Supervisors duties include but are not limited to:

- introduce the graduates to the team and support them as they transition in and out of the workplace rotation
- support orientation and provide further contextualised information following induction, as well as provide information about the agency such as best practices and policies, organisational

structure, values, behaviours, and culture

- supervise graduate and allocate meaningful work in line with the [APS Work Level Standards](#)
- work with graduates to complete probation report during the probation period (first rotation)
- develop an IPP within four weeks of commencing the rotation, outlining clear roles and responsibilities, and completing the IPP by the end of the rotation
- support graduates learning and development, including providing constructive feedback, opportunities for growth and ensuring that graduates attend and complete all mandatory Graduate Program training and events
- support and encourage graduates to build networks across the agency
- maintain a strong working relationship with the Graduate Coordinator and advise of changes to rotation supervisors and ensuring a smooth transition in the event of a supervisor change
- escalating any performance concerns to the Graduate Coordinator as soon as the issues are identified
- providing reasonable hours of work time per week to work on their relevant development program major project and assessments.

Graduate

Graduate Coordinator

The Graduate Program is coordinated by the Graduate Program Team / Graduate Coordinator within the People and Property Branch who are responsible for liaising with relevant stakeholders to deliver a successful program.

The Graduate Coordinator will be responsible for the coordination of workplace rotations, all training requirements and will support graduates throughout the program. The Graduate Coordinator will also establish and maintain a strong working relationship with the rotation supervisors to provide support in managing the graduate, and work with them to ensure that all required reports and assessments are completed on time.

GRADUATE WORK EXPECTATIONS



- ❖ Undertake a variety of administrative tasks
- ❖ Actively participate in team and business area activities
- ❖ Contribute to the section / branch strategic goals
- ❖ Undertake analysis and research assignments
- ❖ Coordinate requests for information across the business areas
- ❖ Undertake secretariat work, minute taking, etc
- ❖ Assist with project management
- ❖ Prepare briefing material, submissions, reports or ministerial correspondence
- ❖ Other tasks as appropriate

As mentioned previously, graduates will have the opportunity to apply to advance to the APS 5 classification at the end of the program.

If your graduate demonstrates the ability and capacity to take on tasks at the APS 5 classification during the rotation you can provide those opportunities for development to them.

Keep in mind that on the IPP and probation report, they are to be reviewed at the APS 4 classification.

ADVANCEMENT

At the end of the Program you will have the opportunity to apply for advancement to the APS 5 classification. To be successful in advancing to the APS 5 classification, you will be required to meet all of the following criteria:



COMPLETE
PROBATION



ACHIEVE
PERFORMANCE
RATING OF "MEETS
EXPECTATIONS"
BASED ON
ROTATION 1 IPP



BE ON TRACK TO
ACHIEVE
PERFORMANCE RATING
OF "MEETS
EXPECTATIONS" OR
"EXCEEDS
EXPECTATIONS" FOR
ROTATION 2 IPP



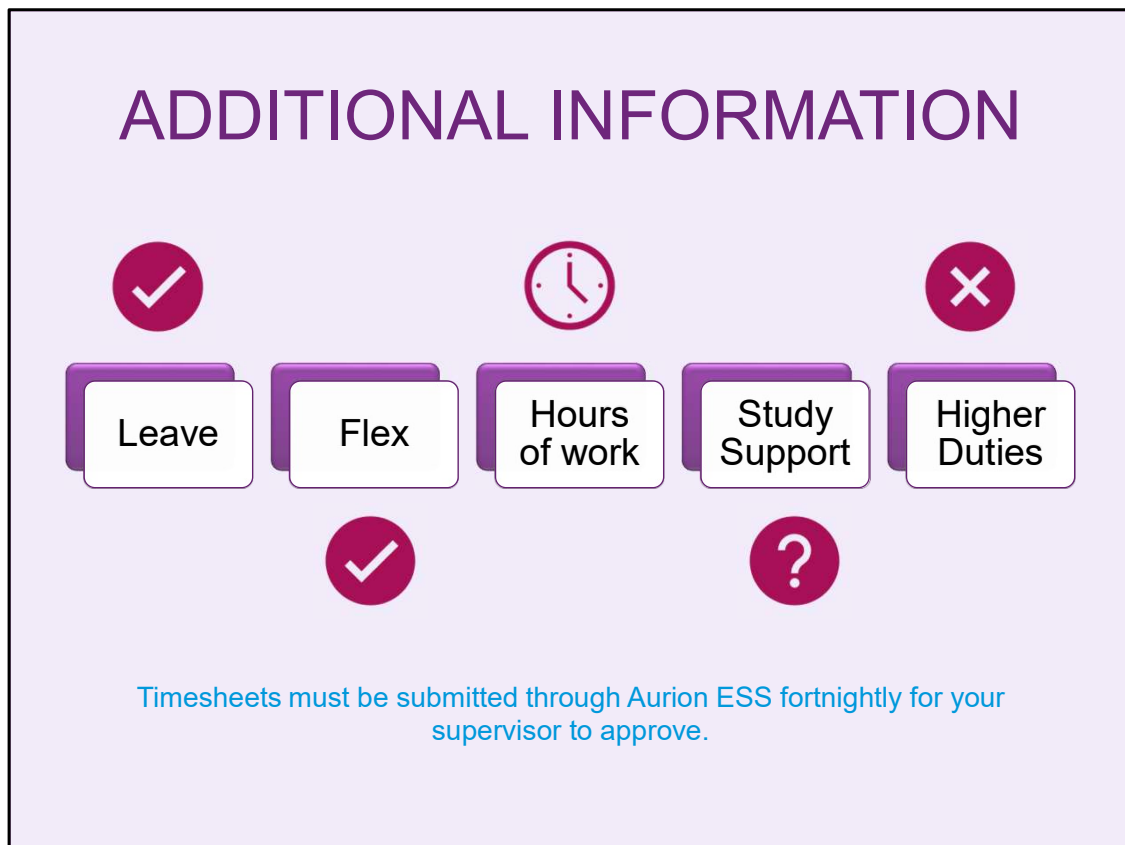
COMPLETE ALL
AEC &
DEVELOPMENT
PROGRAM
LEARNING &
DEVELOPMENT
ACTIVITIES



SUBMIT
ADVANCEMENT
APPLICATION

- successfully complete their six-month probation,
- achieve a minimum performance rating of 'Meets Expectations' at the end of Rotation 1 based on their Individual Performance Plan,
- be on track to receiving a minimum performance rating of 'Meets Expectations' or 'Exceeds Expectation' in their Individual Performance Plan at the end Rotation 2,
- successful completion of all learning and development requirements, including all AEC training and Graduate Development Program activities and assessments, and
- submit an application for advancement as part of the graduate broadbanding process.

For Graduates to advance to the APS5 classification, they must meet the above criteria, as well as have their advancement response reviewed by their current supervisor who will provide comments on capabilities demonstrated during the second rotation, followed by a review by the Graduate Coordinator.



If the timing has an impact on the Graduate Development Program, please discuss with the Graduate Coordinator as early as possible. Training activities, rotations and project deliverables must be given high priority.

If the graduate requires annual leave in a future rotation, the graduate will be required to discuss it with the Graduate Coordinator directly.

- ❖ [Leave](#) accessible under the Enterprise Agreement.
- ❖ [Flex](#) accessible under the Enterprise Agreement – be aware of flex levels, particularly towards the end of the rotation noting we don't expect Graduates to build high levels of flex.
- ❖ [Hours of work](#) Standard hours.
- ❖ [Study Support](#) Graduates are not eligible for study support during the Graduate Program.
- ❖ [Higher duties](#) Graduates cannot be considered for higher duties during the Graduate Program.

SECURITY



All AEC staff play an important role in maintaining a high level of compliance and keeping our information and IT assets safe. We all need to be vigilant and aware of simple steps we can take to help protect ourselves and the AEC from attack. A cyber security incident is defined as any (intentional or unintentional) unauthorised activity or action that presents a risk to the confidentiality, integrity or availability of AEC information.

Physical and cyber threats

Wear your pass and ensure it is visible – remove your pass when leaving the office

End of day – log off/shut down your computer, clear all documents away from your desk, empty printers of printed material, lock up containers and cabinets.

SECURITY CLEARANCE



It is a condition of your employment to be able to maintain a baseline security clearance.



Baseline clearance is valid for 15 years before requiring review.



You are required to update any details and changes with AGSVA.

As an Australian Government security clearance holder you have a personal obligation to inform AGSVA of any significant changes to your personal circumstances.

You should report only those events that may affect your suitability to hold a security clearance. Reportable changes include:

- change of name or identity including gender
- changes of address or share-housing arrangements
- changes in criminal history, police involvement and association with criminal activity
- involvement with any individual that may be a security concern
- security incidents
- external business interests, including business activities with overseas individuals and entities

Overseas travel

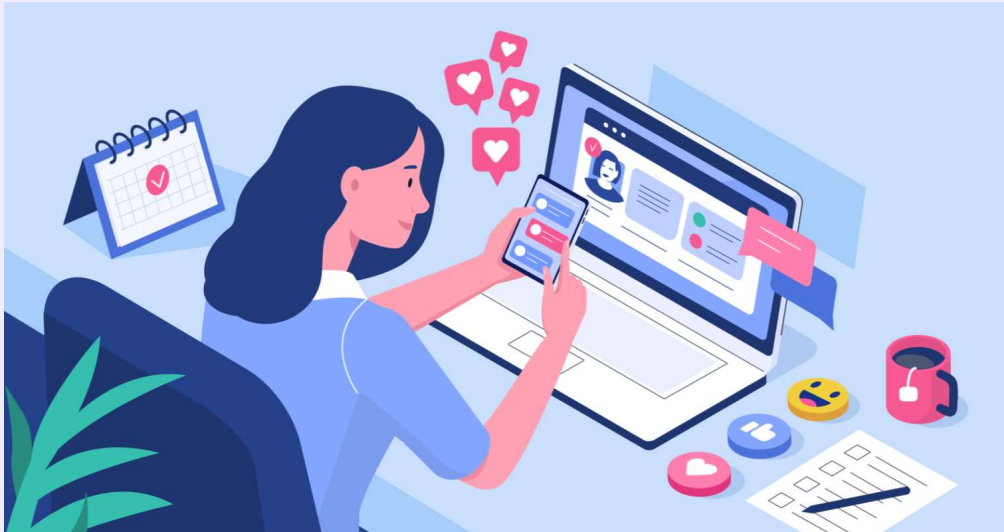
AGSVA will assess any overseas travel as part of your clearance revalidation. You should maintain accurate records of any overseas travel and comply with any pre-departure or post-travel obligations required by your employer, such as reporting planned travel or participating in security briefings. It is your responsibility to familiarise yourself with any such requirements.

Updating contact details

It is important for AGSVA to have your current contact details in the event that we need to reach you regarding your security clearance. AGSVA encourages you to use your personal contact details rather than your work contact details. This ensures you receive all correspondence from AGSVA even after a change to your position or employer.

AGSVA uses your contact details to remind you when your revalidation or annual security appraisal (for Positive Vetting security clearances) is due, and if we cannot get in contact with you, your security clearance may be cancelled.

SOCIAL MEDIA POLICY



In general, APS employees must not make public comment that may lead a reasonable person to conclude that they cannot serve the government of the day impartially and professionally.

If an employee uses social media in a personal capacity, it is not appropriate to use knowledge of AEC business, or information acquired as a result of the employee's duties or role, to comment on any issue as this could create a real or perceived conflict of interest, including questions of political neutrality, impartiality or independence of the AEC.

it is not appropriate for employees to make comments that are, or could reasonably be perceived to be: ☐ made on behalf of the AEC or the government ☐ compromising the employee's capacity to fulfil their duties in an impartial and independent manner ☐ so harsh or extreme in its criticism of the government, political parties, or the AEC's policies that the action would provide grounds for a reasonable person to conclude that the employee could not serve the government of the day impartially ☐ so strong in its criticism of the AEC that it could seriously disrupt the workplace ☐ a gratuitous personal attack that might reasonably be perceived to be connected with the employee's employment; or ☐ able to compromise public confidence in the AEC or the APS as a whole.

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

Basically Remember that political neutrality is a requirement for all AEC employees. Employees may not publicly engage, or be active in, political affairs, including on social media. Don't comment on anything, don't post your job on facebook.

QUESTIONS?



Robyn Black

Introduction to the
Chief People Officer

Tom Rogers
Jeff Pope

Welcome from the Electoral Commissioner
and Deputy Commissioner

Kath Gleeson

Introduction to the
Service Delivery Division



12:30pm – 1:30pm

LUNCH – MEET YOUR BUDDIES

Michael Lynch

Introduction to the
Enabling and Regulation Division

Thomas Ryan

Introduction to the
Organisational Transformation Division



2:30pm – 3:00pm

**BREAK – MEET SOME OF THE
MENTORS**

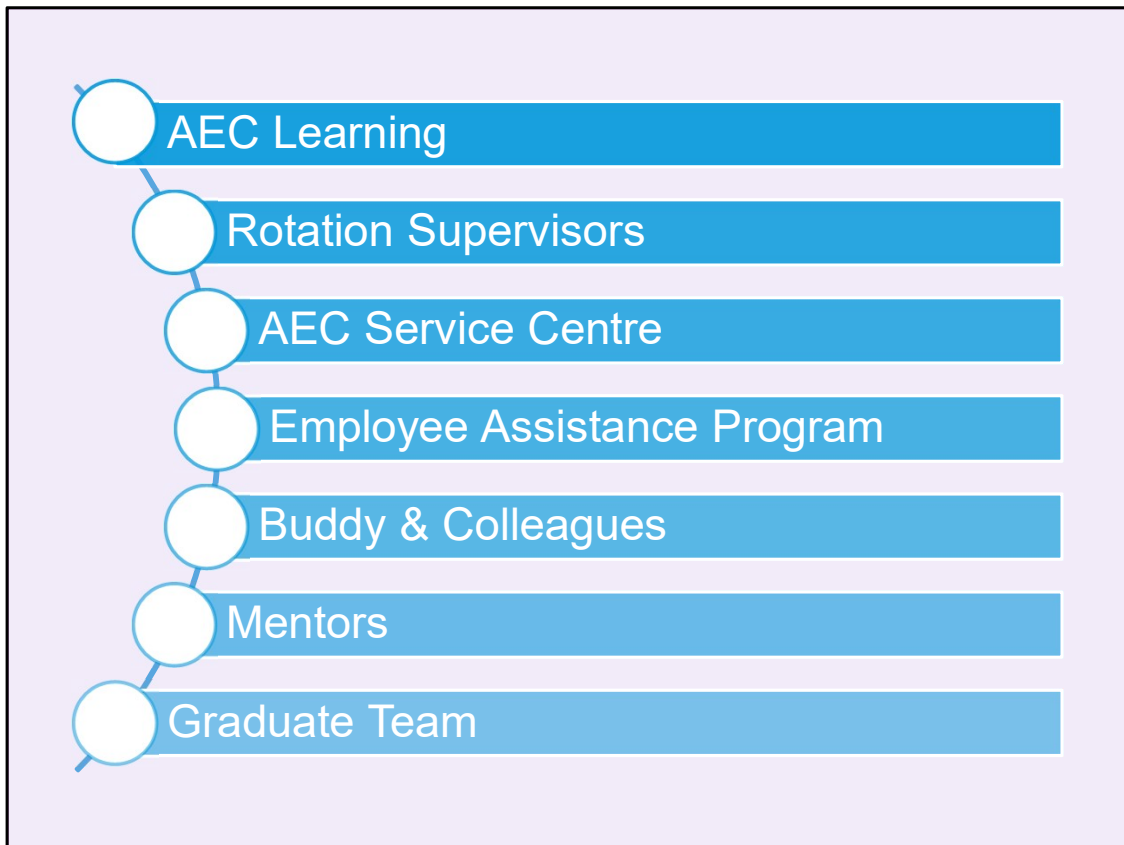
Employee Relations

COVID-19

WHS

INDUCTION WRAP UP





You will have lots of support throughout the graduate program

AEC Learning - Learning Management System which you can access through the intranet to access all courses available. National Induction program will also be here where you will be required to complete a number of mandatory modules. I would recommend getting through these as soon as possible to help your transition into the agency. You will do an APS wide induction through the GDP

Supervisors are there for your day-to-day support and to provide you with meaningful work.

Service Centre – single portal to log jobs with various business areas, search knowledge guides etc

EAP - provides free professional, confidential coaching and support to help employees and their immediate family members manage their general health and wellbeing. You can access 24-hour coaching support services 365 days a year – over the phone, face-to-face or online.

Buddy & Colleagues – informal people who you will build relationships with and can offer support

Mentors – will support your professional development, help guide you to where you may want to be and introduce you to wider networks.

Lastly there us – we are here to support you with anything to do with the program or if you just need someone to chat to and are not sure who.

LETTER TO MYSELF

**For the
graduate
year that
lies
ahead of
you....**



What do you want to achieve in your graduate year?

How do you want to make an impact?

How do you want to be remembered? How do you want your team members to describe you when you finish each rotation?

How can you use the graduate experience to learn about yourself?

You will learn and experience so much in the next 12 months and it will be a crucial time in your career to reflect on in the future. To help with this, and help you remember how you felt on your first day we thought it would be nice for you to write a letter to yourself about what your expectations are for the year and then at the end of the program, you can re-read this and see if you achieved what you thought you would or if it was completely different.

Give them 15 mins to write something and can use the above as a guide. If there is time, allow some to share if they would like.

Graduate team to them collect the letters in a sealed envelope and keep until the end of the program.

Make the most of your opportunity.

“Plenty of opportunities will come along in life, just not this one again.”

- Provide and seek feedback
- Manage your own expectations
- Communicate early
- Build your networks
- Be a sponge and soak up all the knowledge you can
- Be positive and open minded, commit yourself to getting the most out of the program!!



- Respect those around you. You will learn a lot from people's experience.
- Learn how to manage your manager, develop a good relationship and know what your role is.
- If you don't know or are unsure – ask questions then follow up with your understanding!
- Office space – open plan environment!
- Be on time!
- Career progression – take your time. Wait until you are ready to progress and understand the reasons why.
- Mobile phones – please don't use them in meetings!!!

MEET YOUR SUPERVISOR

01

Meet your team.
Get your supervisors
contact details.

02

Set up your desk,
adjust your chair
and monitors.
Familiarise yourself
with the location
(bathrooms, exits,
kitchen, printer etc)

03

Log onto your device
– set up outlook,
check My Details,
set up signature
block etc

04

Set-up a timesheet
in Aurion.
Locate guide on how
to complete IPP on
the intranet.



In your business area, try the following this afternoon.

Logon to your computer – you will need to set up the RSA token – lets all download the app now to help prepare.

1. Launch the App Store and search for '**RSA**'. Download and install the application titled '**RSA SecureID Software Token**'.
2. Once the install completes, launch the application and press '**Accept**' on the Licence Agreement.
3. A '**Welcome to SecureID**' page will appear. Click '**Get started**'.
4. In the application, click on '**More**' in the bottom right hand corner and then '**About**'. The Binding ID will appear, this should be copied into an email and sent to AECServiceDesk@aec.gov.au.

Sign IT forms – we will email to service centre

QUESTIONS?

