CONTENTS

CONTENTS......................................................................................................................................................... 1
MESSAGE FROM THE DEPUTY SECRETARY .............................................................................................. 2
ABOUT THE DEPARTMENT ......................................................................................................................... 3
ABOUT IFSG .................................................................................................................................................. 7
GETTING SET UP .......................................................................................................................................... 10
HEALTH, SAFETY, AND WELLBEING .......................................................................................................... 15
SUBSCRIPTIONS ............................................................................................................................................ 17
USEFUL LINKS ................................................................................................................................................ 18
Further Assistance .......................................................................................................................................... 19
MESSAGE FROM THE DEPUTY SECRETARY

I am pleased to welcome you to the Infrastructure and Finance Services Group (IFSG) in the Department of Education and Training.

The Education State is an exciting vision for Victoria. Significant work has been undertaken in recent years to deliver on the Education State agenda and IFSG has an important role to play to continue to support the Government’s objective to realise this vision.

IFSG is a crucial corporate service delivery arm of the Department, supporting all other Groups to deliver on their strategic directions as well as infrastructure planning and development and asset management for the portfolio. IFSG provides direct services to the Department’s central office, regional offices and government schools in the areas of finance and resourcing, information technology, procurement, environmental support, and infrastructure.

The Group plays an important role, particularly through the Victorian School Building Authority, in ensuring the State Government’s priority school infrastructure initiatives are planned and delivered. IFSG also delivers and implements a variety of far reaching reforms forming a critical part of the Department’s Integrity Reform program.

This guide provides you with a wealth of information, including things you need to know and do, important links, and structural overviews to enhance your transition to the Department and to support you in settling into your role in IFSG as quickly and easily as possible.

Congratulations on joining IFSG and on being part of its critical work to support the delivery of education services across the whole DET portfolio. I hope you find your time working with us rewarding and exciting and I look forward to your contribution to the Group.

Jenny Atta
Deputy Secretary, Infrastructure and Finance Services Group
ABOUT THE DEPARTMENT

The Department of Education and Training’s strategic intent sets out our vision for Victorians: Together we give every Victorian the best learning and development experience, making our state a smarter, fairer and more prosperous place.

As part of this vision:

- Children and young people are confident, optimistic, healthy and resilient.
- Students reach their potential, regardless of background, place, circumstance or abilities.
- Victorians develop knowledge, skills and attribute needed now and for the jobs of the future.
- The Department’s workforce is high performing, empowered, valued and supported.

The Department’s Strategic Intent is [here](#).

The Department’s key priority direction is implementing the Government’s vision to make Victoria the Education State, by building an education system that produces excellence and reduces the impact of disadvantage.

More information about the Education State, targets and initiatives is [here](#).

OUR SECRETARY

Gill Callister is Secretary of the Department (2015-present).

As Secretary, Gill manages a $12 billion budget and leads 2,300 corporate staff to deliver and improve early childhood, school education, and vocational and higher education services across Victoria. She employs a further 55,000 staff in government schools.

Prior to joining the Department, Gill was the Secretary of the Victorian Department of Human Services (2009 -2014), where she was responsible for the delivery of child protection, disability, youth, housing and family violence services.

This followed a range of senior roles in the Victorian Public Service and a 10-year stint in the community sector working with children, young people and families.

Gill is President of the Institute of Public Administration Australia (Victoria). Her leadership in public policy was recognised in 2013 when she was named in the Australian Financial Review’s 100 Women of Influence, and received a Sir James Wolfensohn Public Service Scholarship to attend Harvard University’s Kennedy School of Government.

OUR MINISTERS

**Deputy Premier and Minister for Education, the Hon. James Merlino MP**

Deputy Premier Merlino is also the Minister for Emergency Services, and was elected to the Victorian Parliament as the Member for Monbulk in 2002. He has been the Minister for Education since December 2014.

Deputy Premier Merlino previously served as the Minister for Sport, Recreation and Youth Affairs from December 2006 to December 2010, Minister Assisting the Premier on Multicultural Affairs from August 2007 to December 2010 and Minister for Police and Minister for Corrections from October to December 2010.

**Minister for Early Childhood Education, the Hon. Jenny Mikakos MP**

Minister Mikakos is also the Minister for Families and Children and the Minister for Youth Affairs, and was elected to the Victorian Parliament in 1999 as the Member for Jika Jika province. She has been the Minister for Families and Children since December 2014.

Following reforms to Legislative Council, she was elected as Member for Northern Metropolitan Region. Ms Mikakos was previously Parliamentary Secretary for Justice from December 2002 to August 2007 and Parliamentary Secretary for Planning from August 2007 to December 2010.

**Minister for Training and Skills, the Hon. Gayle Tierney MP**

Minister Tierney is also the Minister for Corrections and was elected to the Victorian Parliament as the Member for Western Victoria in 2006. She has been the Minister for Training and Skills since November 2016.

Minister Tierney previously served as the Cabinet Secretary and Deputy President of the Victorian Legislative Council. She was Deputy Chair of the Education and Training Parliamentary Committee from February 2010 to June 2013 and was Deputy Chair of the Rural and Regional Parliamentary Committee from March 2007 to November 2010.
OUR VALUES

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, based on the values, provide the foundation for the integrity and accountability framework for all public sector employees. In the Victorian public sector, these values underpin an employee’s interaction with the government, community, suppliers and other employees.

For the Department, the Public Sector Values are the guiding principles for all decisions, and apply across the whole Department. They set the benchmark for how we behave, how we deliver the Education State agenda and for the Department’s culture. Integrity and the right culture are the bedrock of our Department and are integral to our reform programs.

Responsiveness
We respond in a timely way with our best work. Responsiveness should be demonstrated by:

- Caring about the quality of our services and programs, and aiming to be the best.
- Striving to provide efficient and timely service, honest advice, and information based on all available facts.
- Remaining committed to ensuring that the public has a high quality education system that gives opportunities for all.
- Striving to make a difference and seeking better ways to do our work.
- Responding promptly and getting our work done well.
- Remaining apolitical, ensuring we do not use our positions to support personal political preference.

Integrity
We are honest, ethical and transparent. Integrity should be demonstrated by:

- Spending money wisely for its intended purpose.
- Asking questions, raising issues, speaking up and reporting unethical behaviour and misconduct.
- Avoiding or managing potential or perceived conflicts of interest.
- Carrying out our work safely and avoiding conduct that puts ourselves or others at risk.
- Delivering on our promises and avoiding conduct in our work or personal lives that may diminish the public’s trust.
- Acting honestly, openly and consultatively in the performance of our work and using our positions fairly and responsibly.

Impartiality
We behave in the best interests of the public by making fair and objective decisions. Impartiality should be demonstrated by:

- Making decisions based on the best available facts, evidence, information and arguments.
- Providing clear and proper reasons for the decisions we make.
- Acting fairly, consistently, objectively and with equality (in all our interactions and actions).
- Avoiding being influenced by offers of gifts, benefits or hospitality and adhering to DET policy.
- Following agreed processes and managing issues consistently, fairly and in a timely manner.

Accountability
We hold ourselves and others to account for the work that we do. Accountability should be demonstrated by:
- Using work resources responsibly and appropriately.
- Engaging genuinely with the community.
- Using, sharing and disclosing information as intended.
- Considering and accepting the consequences of our action and own our decisions.
- Knowing what we need to do in our work and taking responsibility to achieve it.
- Acting and making lawful and transparent decisions within our level of authority.

**Respect**
We value others and accept their differences. Respect should be shown for colleagues, other public officials and members of the Victorian community by:
- Treating everyone in a considerate, fair and courteous manner.
- Maintaining confidentiality and treating private information properly.
- Recognising the achievements of others and sharing team success.
- Listening and encouraging everyone to explain ideas and actions.
- Ensuring that everyone has the right tools to do their work.
- Collaborating and engaging constructively with each other working towards a common goal.

**Leadership**
We are genuine, supportive and do the right thing. Leadership should be demonstrated by:
- Acting in a genuine and authentic way, modelling the Department’s values and supporting others to do so.
- Walking the talk and matching our actions with our words - others can rely on us to do as we promise.
- Promoting frank and honest discussions and having courage to challenge the status quo.
- Acknowledging the great ideas of others that improves the way we work.
- Helping others to be accountable for their actions, decisions and their own development.
- Making choices and taking actions that promote a safe working environment.

**Human Rights**
We uphold and respect the rights of others. The respect and promotion of human rights set out in the Charter of Human Rights and Responsibilities should be demonstrated by:
- Being inclusive and embracing equal rights for all.
- Making sure everyone can be involved, regardless of their circumstances, background, or personal preferences.
- Respecting the rights of others.
- Reporting any suspected breaches of human rights.
- Promoting the Charter of Human Rights and Responsibilities in all our interactions and activities, with our colleagues, our students, our parents and in our communities.

For more information, see the Public Sector Values – Corporate Guide.
GROUPS AND AUTHORITIES

The Department consists of seven Groups and two statutory authorities – these are:

- **Policy Reform Group (PRG) – Deputy Secretary Simon Kent**
  - The Policy Reform Group brings together the Department’s strategic policy teams to lead a wholly joined-up policy agenda.

- **Higher Education and Skills Group (HESG) – Deputy Secretary David Latina**
  - The Higher Education and Skills Group facilitates participation and achievement in senior secondary and tertiary education and training by supporting partnerships between providers, employers and the community and advising on public funding and regulation. It manages the Government-funded training market, public provider governance and accountability, and the apprenticeship system.

- **Early Childhood and School Education Group (ECSEG) – Deputy Secretary Katy Haire**
  - The role of the Early Childhood and School Education Group is to design an early learning and education system which delivers improved outcomes for all children and young people from birth to 18, and their families, without exception. As a policy lead and performance assurer the Group ensures a seamless and streamlined service system which is accountable, coherent and responsive. The Group plays a key commissioning role to effectively mobilise resources and monitor outcomes and standards of service based on the best evidence.

- **Strategy and Performance Group (SPG) – Deputy Secretary Katherine Whetton**
  - The Strategy and Performance Group’s role is to work with partners inside and outside the Department to improve learning and development outcomes for Victorians.

- **Regional Services Group (RSG) – Deputy Secretary Bruce Armstrong**
  - The Regional Services Group is the face of the Department across Victoria. The Group provides an interface between the Department’s central office and our service providers, ensuring that policy intent and outcomes are delivered on-the-ground. It promotes and supports partnerships across our system, regional early childhood services, schools and other education providers to deliver high-quality services and outcomes. The Group also has a strong focus on driving operational performance, accountability, workforce leadership and policy implementation.

- **People and Executive Services Group (PESG) – Deputy Secretary Kate Rattigan**
  - The People and Executive Services Group focuses on people services, stakeholder engagement, legal and ministerial support, probity, audit and risk. The Group provides direct services to the Department’s central office, regional offices and to government schools.

- **Infrastructure and Finance Services Group (IFSG) – Deputy Secretary Jenny Atta**
  - The Infrastructure and Finance Services Group develops and implements finance and infrastructure policies, procedures and strategies providing direct services to the Department’s central office, regional offices and government schools.

- **Victorian Registration and Qualifications Authority (VRQA) – CEO Lynn Glover**

- **Victorian Curriculum and Assessment Authority (VCAA) – CEO David Howes**

The Department’s organisational chart can be found [here](#).
ABOUT IFSG

The primary purpose of the Infrastructure and Finance Services Group (IFSG) is to provide strategic and technical advice in the areas of finance and resourcing, infrastructure, information technology, and procurement. It is responsible for the capital works program, asset strategy, accounting, budget and finance reporting, school transport, Student Resource Package (SRP) funding, procurement, IT, grants and school funding, and provision planning. The group also coordinates and supports all areas of the Department to maintain and improve environmental outcomes.

IFSG has been set up to provide the following services to the Department, including across the government school systems:

- **Budget & Finance**
  Manages the Department's budget and finances to ensure strong governance, resource allocation and compliance and provides financial reporting, assurance and decision support to Education stakeholders.

- **Asset Management**
  Managing Victoria’s government school asset base, including asset provision planning, construction, property management, and maintenance and building compliance.

- **Infrastructure**
  Project management of construction of new school buildings, property acquisition and disposals, supported by community consultation and stakeholder engagement.

- **Information Management**
  Providing innovative and integrated Information Management and Technology systems, services and support for the Department, including government schools.

- **Resource Planning**
  Strategic resource planning and analysis to maximise the effectiveness and efficiency of investment across early childhood, school education, and higher education and skills.

- **Procurement**
  Provide commercial excellence and support the Department’s objectives through right practice grants management, procurement and financial stewardship.

OUR DIVISIONS

- **Victorian School Building Authority (VSBA) – Chief Executive Officer Chris Keating, Executive Directors Peter Graham and Tom Kirkland**: The VSBA oversees the design and construction of new schools, as well as the modernisation and upgrade of existing ones. The VSBA also supports the management and maintenance of school assets.

- **Information Management and Technology Division (IMTD) – Chief Information Officer Elizabeth Wilson**: IMTD is responsible for the provision of business systems and technology, operational and technical support, and the sustainment of the Department’s information and communications technology.

- **Resources Strategy Division (RSD) – Executive Director Lynda Rogers**: RSD leads the Department’s investment and budget strategy, producing budget submissions and advice, and providing analysis on effective resource management across the Department. RSD is responsible for school provision planning.

- **Procurement Division – Executive Director Tarkan Koman**: the Procurement Division is responsible for the departmental procurement direction to ensure that expenditure of public funds is carried out in the most effective and efficient way.

- **Financial Services Division (FSD) – Chief Financial Officer Cynthia Lahiff**: FSD is responsible for establishing the appropriate financial management environment within the Department and schools, ensuring the Department has the financial capacity to support the achievement of Government priorities for the portfolio.

Our organisational chart can be found [here](#).
OUR DEPUTY SECRETARY

Our Deputy Secretary is Jenny Atta.

Jenny was appointed to the position of Deputy Secretary, IFSG, in December 2015, after filling the role in an interim capacity from August.

She has many years of experience in senior leadership roles across the public service, most particularly at the Department of Treasury and Finance where she led the Portfolio Analysis function within the Budget and Finance area. She previously worked with the former Department of Human Services, and more recently with the Department of Premier and Cabinet.

IFSG SECRETARIAT

The IFSG Secretariat is made up of the Executive Coordinator (EC), Executive Assistant (EA), and Executive Support Officer (ESO) that assist our Executive Team and the Group in delivering items through the Deputy Secretary’s Office.

Our Secretariat is currently made up of Richard Williams (EC), Necla Baskin (EA), and Alexandra Meakin (ESO).

The Secretariat works across IFSG by supporting the Deputy Secretary. Their work can cover a number of items including:

- Provision of high quality secretarial and executive support, including screening and attendance to a broad range of enquiries, help managing schedule/s, coordinating and providing relevant organisational support, papers and briefings prior to meetings, as required.
- Maintaining effective collaborative partnerships with all internal and external stakeholders, including staff, managers, Departmental Executive and Ministers offices.
- Maintaining and following up tracking systems for all relevant Ministerial briefs and correspondence for the executive’s portfolio.
- Managing the timely flow of parliamentary, cabinet, speech and business reporting requests and support of the QA process.
- Provision of advice, information and support to stakeholders on the Division’s and Branch’s process and assist with inquiries.

OUR GROUP APPROACH

IFSG aspires to develop a highly collaborative, responsive and respectful work place culture that will underpin the delivery of high quality services and outcomes.

As a Group made up of divisions with distinctive corporate functions and direct service delivery responsibilities, we have designed and articulated the ‘IFSG mantra’ to encapsulate how we want to go about our work to deliver our core objectives:

- Our people are our most important asset
- Our diversity is our strength
- We embrace challenge and have a go
- We are a trusted advisor
- We explore from every angle
- We don’t have to work in a classroom to make a difference
- We have fun!

You can learn more about IFSG’s approach and our core objectives in the IFSG 2017-2021 Group Plan.

IFSG ALL STAFF FORUMS

There are quarterly IFSG All Staff Forums every year. These forums are planned and conducted each year and are planned around the IFSG mantra above. They are an important opportunity for the Group to come together to think about how we can best work together in line with the DET values, as well as reflect on achievements and future challenges for IFSG.
IFSG LEADERSHIP

Delivery against the Group objectives and priorities is led by the IFSG Executive, working with the broader executive leaders across each Division. There are two key and regularly convened leadership forums:

- IFSG Executive – fortnightly meeting of the senior executive chaired by the Deputy Secretary.

- IFSG Executive Officers Forum – monthly meeting of all IFSG executives; the forum promotes information sharing and feedback on Group priorities, as well as items arising from the Executive Board, Education State Board, and governance committees.

COMMUNICATION

There are two key formal communication channels at the whole of group level that aim to keep all staff informed of key events, personnel changes, progress on key deliverables, learning and development opportunities and workplace culture initiatives:

- Deputy Secretary newsletter – prepared for circulation to all staff periodically throughout the year.

- IFSG community hub – an online portal with the latest in IFSG news and links to key documents.
GETTING SET UP

You can find induction welcome kits online here. These are aimed at Executive Officers, VPS staff, and contractors. They provide useful information to help with a smooth transition in joining the Department.

OFFICE LOCATIONS

The central office of the Department is mainly located within the Treasury Precinct. The Department occupies the following buildings of the Precinct:

- 2 Treasury Place
- 33 St Andrews Place
- 41 St Andrews Place
- 23 St Andrews Place
- 3 Treasury Place (ground floor)

The Department also has offices located at Casselden Place, 2 Lonsdale Street, and 80 Collins Street. As well, from early 2018, Department offices will also be located at Collins Place, 35 Collins Street.

SECURITY ACCESS

Security access should be completed by your manager prior to starting. For security access to the Treasury Precinct, the Security Access Request Form will need to be completed.

Some teams in the Department are located away from the Treasury Precinct, at 80 Collins Street or 2 Lonsdale Street. At 2 Lonsdale Street, access is arranged in conjunction with the building concierge.

If you have any issues or questions regarding access to the Treasury Precinct, you can contact:

T: 9651 5900
E: securityaccess@df.vic.gov.au

NETWORK ACCESS

Network access should also be completed by your manager prior to starting. To gain network access, the Network Access Request Form will need to be completed.

If you have any issues or questions you can contact:

T: ext. 73333
E: servicedesk@edumail.vic.gov.au
**eduGate and SharePoint Access**

Once you gain network access, you will automatically have access to the folders and documents for your division. You are encouraged to take SharePoint training in order to build the skills required to effectively use SharePoint and other records management systems in the Department. You can learn more about, and register for, SharePoint training here.

**Setting up your intranet ‘my workspace’**

My Workspace is the one location on the intranet for all the resources you need for your role. My Workspace is linked to your profile and will follow you wherever you logon at the Department.

From the Intranet homepage, click on My Workspace and use the Manage buttons within My Links, Applications, Team Sites, Support Services and Forms and Templates to add the resources relevant to you. Ask a colleague which Team Site/s (SharePoint EDRMS Sites) you need to add for your role.

**Setting up your intranet personal profile**

Your intranet profile is your professional profile here at the Department.

From the Intranet > click on your name on the top right hand side > then click on the Edit button.

- Ensure your Personal details, Role, Division and Group are correct.
- Complete the About Me, Duties, Expertise and Skills fields.
- Complete the Current Project and Past Projects fields if applicable to your situation.
Your personal profile is a collaborative way to search for the skills, experience, expertise, and or project experience across the Department.

**PRINTER ACCESS, PRINTER DROP BOX, AND SCANNER SETUP**

To connect to a printer, follow this step-by-step process: Printer Connection Guide.

To set up your printer drop box (box printing), follow this step-by-step process: Box Printing.

To scan documents from the printer to your computer, follow this step-by-step process: How to Add User to Scan on Corporate MFD.

**DESK PHONE**

You can learn how to use your desk phone and voicemail here.

You only need to dial the five-digit extension for Department employees to be connected. This is the last five digits of the phone number. For external calls (outside of Victorian Government departments and agencies), dial 0 before the full number.

**Voicemail**

To set up your voicemail:

- Pick up handset and dial 92222.
- You will be asked for a security number. Please use your five-digit extension number.
- Follow the prompts and record an out of office message.
- Replace your handset.

**Forwarding calls**

To forward a call to a different number:

- Pick up handset and press *1.
- Enter number to forward to – this can be an internal five-digit extension, or for an external number (such as a mobile phone), press 0 before entering the number.
- To forward to voicemail, enter 92222 instead.
- Replace your handset.
- To cancel the call forwarding, pick up handset and press #1. Replace your handset.

**Picking up an unanswered call**

You can pick up a call to another phone from your own handset.

- When an absent colleague’s phone is ringing, pick up your handset and dial **
- You will now have the call.
- If you are unable to pick up the call from a colleague’s phone, it is likely that your phone extension has not yet been included in the group pick-up – you will need to request this from your ED’s EA.

**Whole-of-Government switchboard**

Dial 99 to contact the whole of government switchboard. This switchboard holds a listing for all Victorian government employees.

**EMAIL**

**Setting up your details in eduPay**

If you are new, or transferring from another division within the Department, you will need to update your contact details via eduPay. Please note that:

- Contact phone, fax and mobile phone numbers must be updated via eduPay.
- The telephone number in eduPay will override the number that is entered into eduMail.
- Any updates made to details in eduPay will filter through to eduMail within 24 – 48 hours.
- Staff office details are directly updated via eduPay. If your office location details are listed incorrectly, please contact your HR representative.

**To change your telephone number in eduPay**
- Login to eduPay.
- Enter your User ID and Password. These are the same as you use to log onto your work computer.
- Select Personal Information and then select Phone Numbers.
- Enter your business phone number and tick the ‘preferred’ box.
- Save and sign out.

**Accessing your emails remotely**
Your emails can be accessed remotely, from home or other location, by logging into the Department’s eduMail website.
- Go the following site https://www.edumail.vic.gov.au.
- Under Username, enter the User ID you use to log onto your work computer.
- Under Password, enter the password you use to log onto your work computer.
- You will now have access to your inbox and calendar, although not the full functionality of Outlook.

**Distribution lists in Outlook**
You are able to set up a Distribution List for a group of people that you frequently send emails to.
- Go to the Contacts section in Outlook and select New Contact Group.
- Type in a name for the Distribution List.
- Click on Select Member to add people from within Government.
- Select Add New to add email addresses for people outside of Government.
- When you have added everyone required, Save and Close.

To access this Distribution List when you are composing an email:
- Select To and click on the arrow next to the Global Address Book.
- Scroll down and select Contacts under Outlook Address Book.
- Your new Distribution List should appear.
- Double click on your Distribution List and click OK.
- Your distribution list is now selected to send an email to.

**Setting up your out of office message**
To set up an Out of Office message in Outlook:
- From your toolbar select File, Automatic Replies (Out of Office).
- Click Send automatic replies and specify the start and end dates and times.
- Type in your out of office message. Include the date of your return and a contact number for a colleague to contact in your absence.
- Remember to complete the Out of Office message for both tabs – Inside my Organization and Outside my Organization.
- Select OK.

**Email signature**
Ask a colleague to send you an email with their signature – you can copy theirs and then amend with your own details.

To create or update your email signature in Outlook:
- Click on new email.
• On the Insert tab, select Signatures and select New.

• Type a name for this signature, and in the box Edit signature, type your name and contact details. If you’ve copied someone’s signature, paste and change the details as required.

• On the right hand side, you can set whether you want your signature to drop into all emails automatically, or just for new messages or no signature at all.

• Click Save and OK.

You can also set up multiple signatures – for example, for internal and external emails – and manage accordingly with each email. Click New and follow the same procedure to create a second signature. To access when sending emails, in the insert tab, click on Signatures and select the signature you require.

**Finding telephone numbers**
The most up-to-date contact information is available through the email global directory in Outlook.

• On the Home toolbar, on the far right is a box stating “Find a contact” (or “Search People”).

• Type the name you are looking for with last name, first initial and press Enter.

• Click on the person you are looking for and all their details will show up.

You can also click Advanced Find and enter the person’s first name only or last name only, and find anyone who has a Victorian government telephone/email address.

Advanced Find is good if your first search doesn’t work, or the person works for Vic Gov but not DET.

• Go to the To field in a new email.

• Click on the Advanced Find link and enter a first name or last name only. (Less is more with this search.)

• Use the Location and Title to guide you to the correct person.

**OFFICE EQUIPMENT AND SUPPLIES**
Each division is responsible for ordering office equipment and supplies. Your division should have a stock of stationery – check with your division’s EA or your colleagues for the location. If there is anything that needs to be ordered, let your manager or divisional EA know.

**Swap Shop**
The Swap Shop is a waste and cost-saving initiative. It has many pre-loved stationery items for staff to take, rather than buy new ones. The Swap Shop is located in vault 21 of the Basement, 2 Treasury Place. It is open on Mondays from 2.30-3pm and Wednesdays from 10-11am.

**ARIBA**
Ariba is the Department’s online purchasing system. Access to this system is available once you have completed training. You can register for upcoming training dates, or read through the Ariba guides and instructions.
HEALTH, SAFETY, AND WELLBEING

The Department is committed to providing employees, students, contractors and visitors with a healthy and safe environment. Where reasonably practicable, the Department will take action to improve and promote health, safety and wellbeing and prevent workplace injuries and illnesses at all Departmental workplaces. If you have any concerns please raise them with your manager in the first instance and then if not resolved speak to your Designated Work Group representative.

OCCUPATIONAL HEALTH AND SAFETY

Department employees have access to free expert health and safety support, including:

- Implementing relevant OHS Management System processes;
- Reporting or closing hazards or incidents in EduSafe;
- Conducting workstation assessments;
- Conducting risk assessments; and
- Other OHS support, as required.

This service is available from Monday to Friday, 8.30am to 5.00pm (excluding public holidays), on 1300 074 715, or safety@edumail.vic.gov.au.

Workstation ergonomics

There are three stages to managing an employee’s workstation set-up with regard to ergonomic considerations: a self-assessment, an internal ergonomic assessment (provided through the Employee Safety and Wellbeing Branch) and an external assessment by an Occupational Therapist.

The Screen Based Workstation Ergonomics Risk Management Form is the first step an employee can take to determine if their workstation is set up appropriately. It is a self-assessment tool that illustrates how to appropriately set up a screen based workstation. The assessment will take into account:

- Your work tasks;
- Chair set-up;
- Desk set-up;
- Footrests;
- Monitor position;
- Type of computer;
- Keyboard position;
- Mouse position;
- Referencing documents;
- Phone position; and
- General working environment.

The majority of workstation set-up issues can be resolved by referencing this document and may not need further escalation.

If the issue needs to be escalated, an Ergonomic Assessment can be requested. A qualified Marsh OHS Consultant who will further expand on the ideal ergonomic set-up identified in the Risk Management Form and suggest appropriate controls will conduct the assessment. Ergonomic Assessments are provided by the Department and are available at no cost to the employee’s business unit.

To request an Ergonomic Assessment first:

- Complete the Screen Based Workstation Ergonomics Risk Management Form;
- Indicate that the identified set-up and/or implemented controls are ‘not effective’ (on the last page);
• Sign the completed form and have your manager sign; and

• Send the request for an Ergonomic Assessment along with a copy of the completed form to safety@edumail.vic.gov.au.

There may be scenarios where an internal ergonomic assessment will not solve the issue or is not appropriate. In these situations, an in-depth assessment conducted by a qualified Occupational Therapist may be requested. Situations where this may be required include:

• Employees with pre-existing medical conditions that are exacerbated by their workstation set-up; and

• Issues unable to be identified/managed through an internal ergonomic assessment.

The cost of an assessment by an Occupational Therapist will need to be covered by your business unit and approval should be sought from your manager prior to ordering an Occupational Therapist assessment.

Any or all of the above processes can result in the identification of control measures to be implemented. Remember, while the above processes provide recommendations on what action should be taken, the decision on what control measures to implement can only be made in consultation between the employee and Workplace Manager. Additionally, proactive steps can be made to improve workstation set-ups before issues are identified.

MENTAL HEALTH AND WELLBEING CHARTER

The Department of is committed to implementing the whole of government Mental Health and Wellbeing Charter.

The Charter has been developed to actively demonstrate the Victorian government's commitment to having an engaged workforce that is physically and mentally safe and healthy. The Department's initiatives to promote positive mental health under the Charter are also closely aligned with our Investing in Our People Strategy.

For more information, visit the Mental Health and Wellbeing Charter page.

EMPLOYEE ASSISTANCE PROGRAM

The Department is committed to providing a safe and supportive work environment where diversity is valued and everyone is treated with respect, fairness and dignity.

Fair and equitable treatment of people is integral to all of our activities.

An employee’s health and wellbeing can be significantly improved by an individual maintaining a healthy work / life balance. The Department provides a number of options to support employees, such as our Flexible Work for Work-Life Balance options.

All employees are entitled to access the Department’s Employee Assistance Program (EAP). The EAP is a short term, solution focused and strictly confidential counselling service provided by OPTUM. It is available 24/7 for up to four sessions for Department’s employees to discuss any personal or work related issues.

All employees seeking independent counselling support can call OPTUM directly on 1300 361 008 and make an appointment at a time and location that is suitable.

CONFLICT RESOLUTION SUPPORT SERVICE

The Conflict Resolution Support Service is available to assist all Department employees to address workplace conflict. The service provides mediation, case conference and facilitated meetings, conflict coaching and team conflict intervention. This service is provided by Converge International and can be arranged by your manager.

The Conflict Resolution Support Service can be contacted on 1300 687 633 or mediation@convergeintl.com.au.

EDUSAFe

EduSafe is the Department's online Incident Reporting & Hazard Management System. It allows all Departmental employees to report incidents, injuries and hazards themselves or on behalf of other employees if they are not able to.

When lodged, the reports go to the employee’s line manager for appropriate action.

You can access the eduSafe login here.

For assistance with occupational health and safety issues, you can call the eduSafe team on 1300 074 715 or email: safety@edumail.vic.gov.au.
SUBSCRIPTIONS

Here is a list of email subscriptions that may be of interest to you.

Australia and New Zealand School of Government (ANZSOG)
ANZSOG is a global leader in education and government-focused research relevant to the public sector. You can subscribe to receive ANZSOG updates here.

Grattan Institute
Independent, rigorous and practical solutions to Australia’s most pressing problems. Subscribe here to receive email updates about what is happening at Grattan.

Institute of Public Administration Australia (IPAA)
IPAA is the nationwide professional association for those involved in public administration. There are divisions in all states and territories. You can subscribe to the Victorian mailing list here.

Morning press headlines
Sign up to get daily links to all education related headlines. Email media.unit@edumail.vic.gov.au to subscribe.

Premier of Victoria media releases
You can filter using ‘Education’ and subscribe here for up-to-date, publicly available information.

PS News
The Public Service News Network is the online news source for all of Australia’s Government workers. There are different streams for APS and States’ workers. You can sign up for the Victorian stream here.

The Mandarin
The Mandarin is for public sector leaders and executives and the many stakeholders and suppliers interested in their work. You can sign up to receive daily news here.

Victorian Public Sector Commission (VPSC)
The VPSC helps strengthen public sector efficiency, effectiveness and capability. Sign up to receive their regular newsletter here.
USEFUL LINKS

Acronyms and Abbreviations in the Department

Briefings and Correspondence Tracking

EduPay – the Department’s online payroll/HR system. EduPay allows you to view your payslips, manage your personal details, view and apply for leave, and complete your Performance Development Plan (PDP).

Entity Register Search (ERS) – ERS provides details on Victorian government and non-government schools.

Equity funding/Education State funding – use this to find the equity funding for each school.

Forms – access to commonly used forms.

HRWeb – the Department’s online HR portal that provides access to comprehensive HR information and support services for managers, employees, and other people interested in finding out about the Department’s HR policies and practices.

IT Services – for help regarding ICT services, computers, software and other devices.

Possible Parliamentary Questions (PPO) site – these are updated before Parliamentary sitting weeks.

Pride Network – the Department’s Pride Network is an important initiative created to support and raise awareness, tolerance and understanding of LGBTI staff and contribute to the Department being a safe and inclusive work environment.

ProcureNET – the Department’s online portal for all procurement activity.

Professional Development Calendar – on this page you can find a range of learning opportunities offered at the Department.

Regional Contacts – enter a school name to find the Regional Executive Director and SEIL for that school.

Service Gateway – to submit service/help requests regarding ICT, Edumail, hardware, software, etc.

Things You Need to Know – a range of information to help familiarise you with the Department, including HR, communications, governance, technology, and finance.

Writing Style Guide – reference tool for Department employees to ensure that style, tone, grammar, spelling, and formatting are presented in a consistent and cohesive manner.
Further Assistance

Further information, advice or assistance on any matters related to induction is available by:

- accessing the A-Z topic list on HRWeb, specifically Induction and Orientation
- IFSG Secretariat ifsg.secretariat@edumail.vic.gov.au
- contacting the People and Culture Unit people.matter@edumail.vic.gov.au