

QUEENSLAND TREASURY

GRADStart
a great place to start



A GUIDE FOR GRADUATES



Contents

WELCOME TO QUEENSLAND TREASURY 3

ABOUT QUEENSLAND TREASURY... 5

Our vision 5

Living our values 6

EXECUTIVE LEADERSHIP TEAM..... 7

HOW WE DO THINGS IN TREASURY 9

Code of Conduct..... 9

Individual Performance Excellence Plans 9

YOUR EMPLOYMENT CONDITIONS 10

When you join us 10

Employee Information Statement 10

Equal Employment Opportunity (EEO) census..... 10

Identification and building access cards 10

Employee number 10

Salary 10

Queensland Shared Services (QSS) 11

Superannuation 11

Salary packaging 11

Hours of work..... 12

Leave 12

Sick leave 12

Recreation leave 12

Long service leave..... 12

Other leave 12

Workers' compensation 12

Internet access and social media 12

Intellectual property 13

Smoking policy 13

Union membership..... 13

WHAT TO EXPECT THIS YEAR..... 14

Our commitments to you 14

Our expectations of you 14

Induction 14

Training and development..... 15

On the job training 15

Formal training..... 15

Rotations 15

Networking 15

Mentoring 16

Buddy 16

USEFUL CONTACTS..... 16

Graduate coordinators 16

2019 Graduates 16

USEFUL ACRONYMS 17

Welcome to Queensland Treasury

Congratulations and welcome 2021 Grads - you are the chosen ones! Now that you've received your mission and you've chosen to accept it, we have developed a *Top-Secret* guide below (for your eyes only!). Whilst you may face some new and interesting challenges along the way, we want you to know many triumphs will come with these.

Our top secrets for success are:

1. Your sidekicks: No one can complete a mission without their trusted sidekicks! We recommend building and maintaining a good relationship with your assigned Mentor and Buddy. We advise you set time aside to catch up regularly. When you take the time to get to know and learn more about them and their background, their journey might surprise and inspire you. After all, these are the people who will have your back, and support and guide you when you need it most.
2. Ask questions: Along your journey, never be too afraid to ask questions as this is the only way to increase your knowledge base and ease you through this mission. There is also no such thing as a "stupid" question; everyone at Treasury will be open to helping you and will answer any questions you may have.



3. **Network, network and network:** With any mission there comes a need for infiltration. The best way to infiltrate is to network. Networking is the only way to know what other teams and employees do daily. You will be surprised by how much unique and interesting work different teams do within Treasury. Networking will build invaluable social skills and self-confidence that you can take with you anywhere.
 4. **Time management:** The key to any mission is time management. Use your organisational and prioritising skills to help manage your time effectively and complete the required tasks. We recommend taking advantage of your Outlook calendar to create reminders for any upcoming deadlines and meetings.
 5. **Be flexible and open to change:** Throughout this mission you will need to be adaptable in each rotation as every team may operate differently. Be open to throwing yourself into as many different situations as possible. There will always be something new to learn from each encounter you may have, so take advantage of these opportunities and say YES to every opportunity that comes your way!
 6. **Create a roadmap:** This is a great idea to scope your accomplishments and your lessons learnt. Ensure you keep track of all the projects and tasks you've undertaken and map out what was done right, what could be done better and what you have learnt. This will help you when preparing for career progression and tackling future missions.
 7. **Wellbeing:** Taking care of yourself by establishing a healthy work-life balance can help to increase your productivity. So, make sure to get good sleep, exercise regularly and spend time with your family and loved ones. Never be too afraid to take some personal time off if that is what's needed to enhance your productivity!
- This *Top-Secret* guide will self-destruct in 20 seconds.
It's over to you now!

GOOD LUCK!
Ameer, Catriona and Lauren
(former Treasury Graduates).

About Queensland Treasury

Queensland Treasury's mandate is to lead an inclusive, strategic economic narrative for Queensland that delivers outcomes for the community. We provide trusted economic, fiscal and commercial advice to government and enable sustainable growth that supports current and future government objectives.

We do this by:

- partnering proactively to facilitate better outcomes for the community
- ensuring services are tailored, fit for purpose and easy to access
- developing a capable and flexible workforce that can lead in policy development and service delivery.

Read more about these priorities and our strategies for achieving them in our [Strategic Plan](#).

As a central agency, we work across government to prioritise funding to deliver against the government's priorities for the major challenges facing Queensland.

Our Future State: Advancing Queensland's Priorities are:

- Create jobs in a strong economy – creating jobs, increasing private sector investment, engaging more young Queenslanders in education, training or work.
- Give all children a great start – increasing the number of babies born healthier, increasing childhood immunisation rates, improving wellbeing prior to school.
- Keep Queenslanders healthy – increasing the number of Queenslanders with a healthy body weight, reducing suicides.

- Keep communities safe – reducing the rate of crime victims, reducing rates of youth reoffending.
- Protect the Great Barrier Reef – reducing Queensland's contribution to climate change, improving water quality.
- Be a responsive government – making Queensland Government services easy to use.

You can read more about these priorities at the [Our Future State](#) website.

We are also responsible for managing the government's fiscal strategy, which is structured around:

- ongoing reductions in Queensland's relative debt burden
- targeting a net operating surplus
- managing the capital program
- maintaining competitive taxation
- targeting full funding of long-term liabilities
- maintaining a sustainable public service.

Our vision

To our support government to deliver financial, economic, commercial and investment outcomes, creating a strong economy for all Queenslanders.

Living our values

Treasury has incorporated the Queensland public service values into its cultural pillars, which drive its business model:

Values

- Customers first
- Ideas into action
- Unleash potential
- Be courageous
- Empower people.

Treasury is also committed to building a workforce and workplaces that better reflect Queensland's communities. This includes providing safe, inclusive workplaces, based on a culture of respect and zero tolerance for violence, that Queenslanders deserve. A Diversity and Inclusion Steering Committee chaired by the Under Treasurer leads action across the agency to achieve our diversity priorities.

Treasury is committed to eliminating domestic and family violence (DFV) in Queensland. It has no place in our homes, communities or workplaces.

We're also on a journey towards reconciliation and establishing meaningful relationships between Aboriginal and Torres Strait Islander Peoples and non-Indigenous Australians. Treasury is delivering a range of initiatives including a cadetship program to increase employment of Aboriginal and Torres Strait Islander peoples in Treasury and lifting our cultural sensitivity.

Equipping managers with practical frontline management skills to effectively lead and support their people, is another priority. We have invested in a customised Manager's Development Program that is targeted to our current and potential managers to build contemporary 'made for Treasury' management skills.

Executive Leadership Team

Our Executive Leadership Team (ELT) provides strategic leadership to Treasury through endorsing and promoting Treasury's values in all aspects of operations.

This is demonstrated through their work, inclusive of:

- Fostering collaboration across all areas of Treasury and encouraging the exchange of information and ideas.
- Discussing all matters that might affect the operation of Treasury, its people and reputation and making decisions in the best interests of Treasury and its people.
- Reviewing and endorsing policies and 'briefs' that address issues facing the business or pertinent to the government's priorities.

Read more about our [key people](#).



How we do things in Treasury

Code of Conduct

We value, actively support and promote an ethical work environment across our organisation, so that our people understand their responsibilities, carry them out with respect and integrity, and deliver effective and efficient services to our clients.

As public officials, we follow the government-wide [*Code of Conduct*](#) for the Queensland Public Service which is based on the ethics principles outlined in the [*Public Sector Ethics Act 1994*](#):

- integrity and impartiality
- promoting the public good
- commitment to the system of government
- accountability and transparency

The code applies when performing all official duties, including representing the Queensland Government at conferences, training, on business trips and attending work-related social events.

All Treasury staff are required to complete code of conduct training; you will receive an email with a link to the training package shortly after you join us.

Other resources to help you model ideal professional behaviour are in our guidelines on:

- using social media appropriately
- managing conflicts of interest
- community and charitable activities in the workplace.

All of these guidelines are available on Nexus, our intranet.

Individual Performance Excellence Plans

All employees should have an individual Performance Plan. This leader-led approach ensures individuals and the team are aligned to Treasury's organisational direction through regular conversations and review, along with tailoring of objectives. It keeps effort focused on achieving our objectives, with regular reviews to ensure our work stays on track to deliver the desired results – at the strategic, operational and individual levels.

Supervisors will meet with their graduates regularly to discuss progress towards objectives and measures. Individual Performance Plans are reviewed at least three times during the graduate rotation.

Your employment conditions

When you join us

You will find much of the information, policies, procedures and guidelines mentioned in this guide on Nexus, Treasury's intranet. Nexus incorporates content from all areas of Treasury, as well as business tools and references to help you in your daily activities. As well as making sound business sense, familiarising yourself with these tools and guidelines is your responsibility.

Your appointment is made under the [*Public Service Act 2008*](#). Your industrial award, Enterprise Bargaining Agreement and Ministerial Directives determine your employment conditions. These and current salaries can be viewed [*here*](#).

Employee Information Statement

The [*Industrial Relations Act 2016 \(Qld\)*](#) provides that all new employees will receive an information sheet from their employer, before or as soon as practicable after, starting work. It provides important information about your employment entitlements and other matters within Queensland's industrial relations system. You can read the [*Employment Information Statement*](#) online.

Please bring the following documents with you on your first day with Treasury:

- Start My Pay form
- Birth certificate or Proof of Age – certified copy
- Proof of Citizenship (if applicable)
- [*Tax File Number Declaration form*](#)
- Evidence of your qualifications – certified copy

Equal Employment Opportunity (EEO) census

As part of your online induction, you will be asked to complete an EEO census. The information you provide is kept strictly confidential and helps promote fair employment conditions for all employees. EEO data can also be updated through the Aurion Employee Self-service System (ESS).

Identification and building access cards

You are required to have a government identity and building access card for your workplace. This will be organised on your first day you commence with us.

Employee number

You will receive an employee number when you join us. You will need this number for any pay inquiries and for accessing Aurion ESS on Nexus.

Salary

You will be paid fortnightly on a Wednesday; money paid reflects earnings up to the Friday of that week. You will be paid directly into your nominated bank account and your pay advice will be available to you via Treasury's payroll system - Aurion. Aurion includes an Employee Self Service (ESS) application where you are able to view payslips and leave balances; update bank details and payroll deductions; submit leave; and maintain your own personal records.

Your employment conditions

Queensland Shared Services (QSS)

QSS delivers a range of corporate services processing and operational support to Treasury staff. This includes mail services, payroll and recruitment administration. The most common reason you may need to contact QSS is for a payroll enquiry. QSS's contact details are:

Email: payroll.treasury@dsitia.qld.gov.au

Superannuation

Superannuation is a valuable asset for your future financial security. All Queensland Government employees are required to contribute to superannuation and receive superannuation arrangements.

QSuper is the Queensland Government's default superannuation fund. QSuper will provide you with a welcome kit within two months of starting with us.

When you join Treasury, you will become a member of the QSuper Accumulation Plan. You pay a percentage of your salary, between 2 per cent and 5 per cent, which is automatically deducted from your salary each fortnight, with 5 per cent being the standard contribution.

Treasury will match your contribution plus 7.75 per cent, so for a member paying 5 per cent, Treasury will contribute 12.75 per cent.

More information about your specific superannuation benefits and the options available can be accessed via the [QSuper](#) website.

Under new legislation eligible employees can choose which superannuation fund they want their super contributions made to. Employees may choose to have their super contributions made to either:

- any eligible Australian Prudential Regulation Authority (APRA)-regulated superannuation fund
- a self-managed super fund (SMSF) registered with the Australian Taxation Office (ATO).

The Australian Government's Super Fund Lookup tool lists all the super funds regulated by the ATO and APRA.

Salary packaging

Salary packaging is an arrangement between an employee and their employer which allows you to deduct some of your pre-tax income and use it to pay for benefits. Salary packaging services are available to Treasury employees and you may be entitled to salary package part of your salary for certain approved non-cash benefits such as superannuation.

There are two approved salary packaging providers for Queensland Government employees: [RemServ](#) and [Smart Salary](#).

You are only able to salary package with one provider. By reducing your pre-tax income you can reduce the amount of income tax you pay and increase the amount you take home each fortnight. Your own circumstances will determine whether salary packaging will be a benefit to you. There are tax implications which will make some benefit items unattractive for some people, so it is important to discuss your chosen benefits with your financial advisor.

Your employment conditions

Hours of work

In Treasury, you will have access to flexible hours of work and other flexible work practices. The key to using these practices successfully is cooperation between management and employees, to ensure that business priorities are delivered, staffing levels are maintained and client requirements are met. It is important to discuss hours of work with your supervisor as soon as you start work with us. Treasury's Hours of Work Arrangements are available on Nexus.

Leave

As a full-time employee, you are eligible for different types of leave that accrue at the rates shown below. Your leave balances are shown on your pay advice on Aurion.

Sick leave

10 working days per full year of service, and a proportionate leave for an incomplete year.

Recreation leave

20 working days a year, with 17.5 per cent leave loading per full year of service. This loading is paid annually as a lump sum in December.

Long service leave

1.3 weeks per year. You must have seven continuous years' service before you can take this leave.

Other leave

Special leave is available for a range of circumstances, such as carer's and parental responsibilities, bereavement, emergent/compassionate circumstances, court and jury duty.

Directives that further explain special leave are available from the Public Service Commission website. You should discuss your leave plans or requirements with your supervisor first.

Workers' compensation

You may be eligible for workers' compensation if you are injured at work, because of your work, or on your way to work. More information can be accessed via the [Worksafe](#) website.

Internet access and social media

Internet, email, social media and other ICT facilities and devices are provided for official use, and limited personal use in recognition of family and community responsibilities. You are accountable for using these resources appropriately and responsibly. Treasury's ICT facilities and devices policy, social media guidelines and other resources are available on Nexus, to enable you to make smart choices.

Internet and email use is monitored and filtered. Misuse may attract disciplinary action, which could include dismissal.

Your employment conditions

Intellectual property

All intellectual property you create in the course of your employment is owned by the State of Queensland. You need to comply with the Queensland Public Sector Intellectual Property Principles and Treasury's Intellectual Property Policy, available on Nexus.

Smoking policy

Smoking is not permitted in any Queensland Government workplace, which includes buildings, offices, car parks, motor vehicles and boats.

Union membership

You are entitled (though not obliged) to join a registered industrial union, and the government encourages its employees to do so. Your supervisor will be able to tell you the union that represents your role, and you should contact them for membership forms. You should also know that your name and your workplace may be provided to a union to enable them to discuss the benefits of membership with you.

What to expect this year

As a participant in Treasury's Graduate Program, you will be able to build on the learnings from your university studies, and establish lifelong networks with graduates, colleagues and associates from across the public sector.

Our commitment reflects our expectations of you and the people who will support you through your graduate experience. It is important to understand and reflect on these commitments as they will feature in regular conversations between you, your supervisors and mentors.

Our commitments to you

We will:

- provide you with a stable, professional work environment with opportunities for learning and personal growth
- provide you with opportunities to apply the public service values by which we work
- help you grow during your graduate year
- enable you to develop and grow to maximise your skills and qualifications and to stretch yourself professionally
- ensure you receive productive and constructive feedback on your performance.

Our expectations of you

We expect that you will:

- proactively learn and develop yourself in the workplace
- contribute to your workplace and commit to being challenged in an environment that will best use your skills and qualifications
- engage in open and confident conversations about your performance, aspirations and the challenges that you encounter in your work environment
- develop your capabilities and behaviours
- commit to the public service values and seize opportunities to apply them.

Induction

When you join us, you will be required to attend a graduate induction session, where you will meet your graduate coordinator and your fellow graduates. You will receive an overview of Queensland Treasury and the graduate year ahead, and hear from a number of key speakers.

You will also be required to complete an online corporate induction. In your first week, you should be emailed a link to this training and will need to complete it within two weeks.

What to expect this year

Training and development

Training and development is the key component of the Treasury graduate program. The professional development aspect of the program encompasses:

- on-the-job training
- supervisor/manager support
- networking internal and external to Treasury
- formal training programs
- rotation opportunities
- self-development (external study/professional bodies).

On the job training

Approximately 70 per cent of learning and development should be on-the-job, which is the most meaningful of all workplace learning.

On-the-job learning is the development of knowledge, skills and understanding that comes simply from performing your role on a day-to-day basis. This is sometimes referred to as incidental learning and simply comes from the repetition of specifically assigned tasks. Examples of on-the-job development include:

- day-to-day experiences
- work shadowing
- team meetings, committees and groups
- peer-to-peer communications (networking)
- documenting (reflection)
- regular feedback.

Formal training

A range of formal training has been organised on your behalf. This is the core training for the successful completion of the graduate program. It is expected that you attend all programs unless there are exceptional circumstances. You will be provided with the graduate training calendar at the graduate induction.

Rotations

As part of the graduate program, you will undertake three, six-month placements, which will give you, at the end of the program, a broad understanding of the range of areas with which Treasury deals, while having sufficient time in each rotation to have developed useable skills and experience. The first two placements have already been determined for you. You will have the opportunity to nominate a preference for your third placement.

Networking

Your training program may put you in touch with other graduates throughout the year. You will also be invited to participate in a social committee to organise events for all Queensland Government graduates. All graduates are invited to attend these events.

What to expect this year

Mentoring

You will be allocated a mentor, who will provide ongoing advice, support and guidance on such things as setting development goals and career planning. Your mentor, to whom you will be introduced in your first month, will also provide you with access to useful networks. You will be required to participate in a mentoring workshop with your mentor.

Buddy

You will be able to connect with Treasury's previous group of graduates in an informal 'buddy' system. These graduates won't take the place of your formal mentor, but they can be your 'go to' people for:

- sharing their experiences of the graduate program, and how you might make the most of it
- information about Treasury's work units
- an additional person for you to talk to.

Useful contacts

Graduate coordinators

Robert Dickson

robert.dickson@treasury.qld.gov.au
(07) 303 53534

Lauren Foxwell

lauren.foxwell@treasury.qld.gov.au
(07) 303 53509

2020 Graduates

Dominic Stevens-Robert dominic.stevensrobert@treasury.qld.gov.au

Grace Houlihan grace.houlihan@treasury.qld.gov.au

Lexi McTaggart lexi.mctaggart@treasury.qld.gov.au

Nipuni Weeratunga nipuni.weeratunga@treasury.qld.gov.au

Petar Gocic petar.gocic@treasury.qld.gov.au

Suzie Barton suzie.barton@treasury.qld.gov.au

Tammy Uren tammy.uren@treasury.qld.gov.au

Thomas Miller thomas.miller@treasury.qld.gov.au

Useful acronyms

A

AAS29	Australian Accounting Standard 29
ABC	Activity based costing
ABS	Australian Bureau of Statistics
AO	Administration Officer (Staff in administrative stream of Public Service AO1 - AO8)
AUT	Assistant Under Treasurer

B

BCP	Business continuity planning
BD	Billet doux, a type of briefing note.
BDF	Business Development Fund
BPC	Business planning and consolidation

C

Cab Subs	Cabinet submissions
CBRC	Cabinet Budget Review Committee
CBU	Commercialised Business Unit
CF	Consolidated Fund
CFP	Cash funding profile
CFO	Chief Financial Officer
CGC	Commonwealth Grants Commission
CIO	Chief Information Officer
CIP	Capital Investment Plans
CLLO	Cabinet Legislation and Liaison Officer

COAG	Council of Australian Governments
COBO	Committee of Budget Officials
CORS	Corporate Reporting System
CR	Community Recovery
CSO	Community Service Obligations
CWS	Correspondence Workflow System

D

DAN	Delegated Authority Number - authority for expenditure
DDG	Deputy Director-General
DG	Director-General
DPC	Department of the Premier and Cabinet
DUT	Deputy Under Treasurer

E

EA	Executive Assistant
EAP	Employee Assistance Program
ECM	Executive Council Minute
ED	Executive Director
EEO	Equal employment opportunity
EGM	Executive General Manager
ELT	Executive Leadership Team
EO	Executive Officer
EOI	Expression of Interest

Useful acronyms

ER Equity return

ESS Employee self-service

EYR End-of-Year Review

F

FA Act/FAA Financial Accountability Act

FBT Fringe Benefits Tax

FE Forward estimates

FL Fiscal limit

FMPM Financial Management Practice Manual

FTE Full time equivalent

G

GFS Government Finance Statistics

GLP Great Leaders Program

GOC Government-owned corporation

GST Goods and Services Tax

H

HoTs Heads of Treasuries

HR Human Resources

I

ICT Information and communication technology

IDC Interdepartmental committee

IP Information privacy/Intellectual property

IT Information technology

IWG Interdepartmental working group/
Interagency working group

J

JR Judicial review

K

KPI Key performance indicator

M

MAIC Motor Accident Insurance Commission

MFO Managing for outcomes

MLP Market Led Proposals

MOG changes Machinery of government changes. (Changes to government departments, such as creating or abolishing departments or moving functions from one to another)

MPS Ministerial Portfolio Statements

MRR Minimum Reporting Requirements

MYFER Mid-Year Financial Economic Review

MYR Mid-Year Review

N

NCP National Competition Policy

NDIS National Disability Insurance Scheme

NDRA Natural Disaster Relief Arrangements

NIISQ National Injury Insurance Scheme
Queensland

O

OHS Occupational health and safety

OIC Office of the Insurance Commissioner

OSR Office of State Revenue

OUT Office of the Under Treasurer

Useful acronyms

P

PAYG	Pay as you go
PEP	Performance Excellence Plan
PO	Professional Officer (staff in professional stream of Public Service)
PPP	Public-private partnership
PPQ	Prepared Parliamentary Question
PTE	Public trading enterprise

Q

QA	Quality assurance
QAO	Queensland Audit Office
QG	Queensland Government
QGIF	Queensland Government Insurance Fund
QGSO	Queensland Government Statistician's Office
QIC	Queensland Investment Corporation
QIF	Queensland Investment Fund
QON	Question on Notice
QSS	Queensland Shared Services
QTC	Queensland Treasury Corporation
QT	Queensland Treasury

R

RFO	Request for Offer
R&I	Risk and Intelligence
RMS	Revenue Management System
RTI	Right to Information

S

SARAS	Study and Research Assistance Scheme
SBB	Social Benefits Bonds

SBP	State Borrowing Program
SCI	Statement of Corporate Intent
SDS	Service Delivery Statements
SES	Senior Executive Service
SLA	Service level agreement (detailing a service and how it will be delivered to our clients)
SO	Senior Officers
SOA	Standing Offer Arrangement
SPER	State Penalties Enforcement Registry
SPP	Specific Purpose Payments

T

TA	Treasury Analyst
TAS	Treasurer's Appropriation Statement
TOIL	Time off in Lieu
TUMF	Treasurer's Unclaimed Monies Fund

U

UE	Unforeseen expenditure
UT	Under Treasurer

W

WHS	Work(place) health and safety
WoG	Whole-of-Government
WOGFIR	Whole of Government Financial Information Requirements
1WS	1 William Street

Z

ZBB	Zero based budgeting
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