

Information – Purpose and General Information

What is the purpose of the New Employee Information Pack?

The purpose of this pack is to:

- Provide you with important information regarding your employment with the ACT Public Service (ACTPS), and obligations as an ACT Public Service employee;
- Collect the minimum information necessary to begin your employment; and
- Facilitate mandatory pre-employment checks as required by law.

Conditions of Offer of Employment

Offers of employment are made on the basis that you satisfy all pre-employment checks relevant to the ACTPS and any other identified position specific requirements. Further information is provided on the Careers and Employment website at <https://www.jobs.act.gov.au/how-we-hire/understand-your-offer>.

ACTPS Skills Register

The ACTPS Skills Register is used to identify redeployment opportunities for ACTPS employees in any emergency situation that may require us to urgently bolster our frontline services for short periods of time. The Skills Register is always open for ACTPS employees to provide information about their skills, experience and qualifications. [Click here](#) or visit the Employment Portal to fill out the survey any time.

Information you supply to the Skills Register will be treated in accordance with the ACT privacy framework. For further information about the Skills Register visit

<https://www.cmtedd.act.gov.au/employment-framework/performance-framework/skills-register> or send an email to the WCAG team at eba@act.gov.au.

Fair Work Information Statement

Fair Work Information Statement

In accordance with provisions of the *Fair Work Act 2009*, all new employees must be provided with access to the Fair Work Information Statement. This document is available from:

<https://www.fairwork.gov.au/employee-entitlements/national-employment-standards/fair-work-information-statement>

Please take the time to read this document and understand your rights.

Casual Employment Information Statement

In accordance with provisions of the *Fair Work Act 2009*, all new casual employees must be provided with access to the Casual Employment Information Statement. This document is available from:

<https://www.fairwork.gov.au/employee-entitlements/national-employment-standards/casual-employment-information-statement>

If you are being employed casually please take the time to read this document and understand your rights.

Information – Privacy Notice

Personal, sensitive, and personal health information ('personal information') that is collected and held by CMTEDD and Shared Services on behalf of ACTPS directorates, agencies and authorities will be also be used and disclosed by your employing directorate. Your 'personal information' is also collected where required by legislation and is also protected by law including:

- *Information Privacy Act 2014* (Information Privacy Act);
- *Workplace Privacy Act 2011* (the *Workplace Privacy Act*),
- *Public Sector Management Act 1994* (the PSMA);
- *Safety, Rehabilitation and Compensation Act 1988 (Cth)* (the SRC Act);
- *Fair Work Act 2009* (Cth) (the Fair Work Act);
- *Privacy Act 1988* (Cth); and
- *Work Health and Safety Act 2011* (the WHS Act).

When your 'personal information' is collected under the Information Privacy Act, and the Privacy Act (Cth), we must tell you about how we will handle it. More detailed information about how CMTEDD will handle your 'personal information', including the CMTEDD Privacy Notice, can be found on the [CMTEDD Information Privacy page](#).

Under the Workplace Privacy Act we are required to provide notice to all workers about the types of surveillance that may occur and how we handle that information. Please refer to your directorate specific privacy information or contact your relevant Directorate HR area for further advice.

It is important that you have read and understand these notices. Please contact the CMTEDD Privacy Contact Officer, CMTEDDPrivacy@act.gov.au or on 6207 8175 if you need more information.

Checklist

To ensure all required documents are submitted, please follow the checklist guide at:

<https://www.jobs.act.gov.au/how-we-hire/accept-your-offer/new-employee-acceptance-pack>

Complete all fields in the **My Information** part of this form.

Carefully read the documents linked to in the **My Obligations** part of this form. You'll need to acknowledge that you have read and understood these documents

Provide certified copies of the following documents:

☐ Commencement Document | Such as Birth certificate, Australian Citizenship or Current Passport

Note: If providing an Australian Citizenship certificate as a commencement document proof of birth must also be provided.

Note: Without residency status, you can only be offered temporary or casual employment, in accordance with your Visa conditions.

☐ Primary Document | Such as Marriage certificate, Driver's licence, or Proof of Age.

☐ Two Secondary Document(s) | Such as Medicare card or Proof of Identity Card.

For further information on the required identity on, please go to:

<https://www.jobs.act.gov.au/how-we-hire/accept-your-offer/national-police-check-and-self-disclosure-pack>

☐ Proof of Qualifications or Registrations (if required)

☐ Salary packaging (optional if eligible)

New Employee Information Pack

Personal Details

Family Name (Legal Name)

Given Names (Legal Name)

Preferred Name

Previous Name(s)

Title

Date of Birth

Gender

Street Address

Suburb

State

Post Code

Email

Mobile Phone Number

Home Phone Number

Name of Emergency Contact

Emergency Contact Phone

The following three fields are specifically collected for Criminal History Record Check purposes:

Aust. Driver's Licence No.

Issuing State

Place of Birth

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Bank Account Details

Your salary will be paid into the account you specify here

Name of Financial Institution

Branch Number (BSB)

Branch Name

Account Number

Account Name

Tax file number declaration

Information you provide will help us determine how much tax to withhold from your pay. Further information is available at: <https://www.ato.gov.au/forms/tfn-declaration/>

Tax File Number

OR

- ☐ I have made a separate application/enquiry to the ATO for a new or existing TFN
- ☐ I am claiming an exemption because I am under 18 years of age and do not earn enough to pay tax
- ☐ I am claiming an exemption because I am in receipt of a pension, benefit, or allowance

On what basis are you to be employed? (select only one)

- ☐ Full-time employment ☐ Part-Time employment ☐ Casual employment

Are you: (select only one)

- ☐ An Australian resident for tax purposes ☐ A foreign resident for tax purposes

Do you want to claim the tax-free threshold? Do not claim the tax-free threshold if you are currently claiming it from another payer unless your total income from all sources for the financial year will be less than the tax-free threshold.

- ☐ Yes ☐ No

Do you have a Higher Education Loan Program (HELP), VET Student Loan (VSL), Financial Supplement (FS), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt? If Yes, additional amounts will be withheld to cover any compulsory repayment that may be raised on your notice of assessment.

- ☐ Yes ☐ No

Do you want to claim a tax offset for invalid or invalid carer, zone or overseas forces or the seniors and pensioners tax offset entitlement? If Yes, complete a Withholding declaration at <https://www.ato.gov.au/forms/withholding-declaration/> and email it to HRsharedservices@act.gov.au

- ☐ Yes ☐ No

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Superannuation

Commonwealth Superannuation Corporation (CSC) | PSSdb or CSS Existing members of either the PSSdb or CSS may be required to contribute to that fund. Shared Services will check your status with the CSC to determine your eligibility. PSSdb members may need to complete additional forms that will be provided by the CSC as part of reactivating an existing membership. See the [CSC website](#) for more details.

PSSap | As per legislative changes advised by Commonwealth Superannuation Corporation (CSC) effective 4 December 2017, PSSap members (excluding ancillary members) who have a preserved benefit or contributing account with an eligible designated employer, for a continuous period of at least 12 months, are eligible to reactive their membership. To have your PSSAP membership reactivated with ACT Government, you are required to provide your membership number below.

If you have a CSC managed Superannuation Fund (PSSdb, CSS Only) or are a member of PSSap please enter your AGS or member number:

OR

Standard Choice

Instructions for completing the following fields are available at:

<https://www.ato.gov.au/Forms/Superannuation-%28super%29-standard-choice-form/>

Where would you like your super contributions paid to (select one):

- ☐ The super fund nominated by my employer (Aware Super)
- ☐ My existing superannuation fund (Apra approved or Retirement Savings Account – RSA)
- ☐ My self-managed super fund (SMSF)

Fund ABN

Fund Name

Fund Email Address

Fund Address

Fund Phone

APRA or RSA funds Only (No BPAY available)

Unique Superannuation Identifier (USI)

Account Name (if applicable)

Member Number (if applicable)

Superannuation (Continued)

Self-Managed Super Funds Only (No BPAY Available)

Fund Electronic Service Address (ESA)

Fund Account | BSB Code

Fund Account | Number

Superannuation Guarantee – Employee Contribution Rate (Non-CSC funds only)

The ACT Government is required to pay a minimum of 11.5% (this contribution of 11.5% is based on your gross ordinary time earnings) into the fund of your choice. If you choose to contribute, per pay, an additional 3% or more into your fund (as a pre-tax or post-tax via ACT Govt payroll), the ACT Government will contribute a further 1% per pay, bringing the overall employer contribution to 12.5%.

The additional 1% government employer superannuation contribution does not apply to members of the CSS and PSSdb superannuation schemes. However, all ACT Government employees have the option to contribute employee superannuation contributions in pre-tax dollars through the ACT Government Salary Packaging Scheme. Note though that members of the CSS and PSSdb super schemes cannot salary package pre-tax superannuation to their respective CSS or PSSdb superannuation funds, but these members do have the option to salary package pre-tax superannuation contributions to an alternative compliant superannuation account.

Personal contribution Pre-Tax
(Salary Packaging):

\$ or %

Personal Contribution Post-Tax:

\$ or %

Superannuation Stapling

As an ACTPS employee you are entitled to choice of fund. The above sections allow you to make that choice. If you can't remember the fund that your contributions were previously sent to, you can find your super fund details by visiting [Getting your super started](#) on the Australian Taxation Office (ATO) website.

The introduction of 'Super Stapling' on 1 November 2021 by the ATO means that working Australians are attached to one super fund for life unless they choose otherwise. The measure aims to reduce the number of super accounts people may acquire throughout their working life. This means that if you do not provide a choice of fund, Shared Services Payroll can request the details of your 'stapled' fund from the ATO but that will mean there will be a delay in setting up contributions for you. If the ATO does not have any superannuation details recorded for you, we will ensure your employer contributions, and any personal contributions (if elected) are sent to AWARE Super (the ACT Government's default fund) as soon as possible once the details from the ATO are received.

Whether you provide us with your choice above or are 'stapled' to your old fund or end up joining the ACT Government's default fund, any contributions due relating to previous pay fortnights since your commencement will be made as soon as possible following the details being finalised.

If you wish to make a choice about where your contributions are sent, please ensure you have completed the relevant Standard Choice sections above (including any personal contributions). If you have any queries about your superannuation entitlements, please don't hesitate to contact us on (02) 6207 9000 or by email at hrsharedservices@act.gov.au.

Salary Packaging Benefits

ACT Government employees are invited to salary package pre-tax dollars from their salary towards the list of benefits outlined below and in the ACT Government [Salary Packaging Manual](#). Please select the benefit/s you are interested in salary packaging from the list below.

Benefits available to all ACT Government Employees:

- *Superannuation ☐
- Novated car lease ☐
- Novated E-Bike lease ☐
- *Portable Electronic Devices (Conditions apply) ☐

Please note – Benefits marked with * these are the only benefits available to **casual** employees due to the nature of employment. Permanent employees may also access these benefits.

If one or more of the above boxes have been selected, the Salary Packaging Team will email additional information and/or the relevant documentation if you wish to proceed.

Preferred email address to receive salary packaging information:

Eligible Public Hospital and Ambulance Benefits (EPHA)

Employees of Canberra Health Services (CHS), ACT Ambulance Service and selected Digital Data and Technology Solutions ICT personnel working exclusively on CHS systems are invited to select from the additional benefits below.

- Mortgage ☐
- Rent ☐
- *Living Expenses ☐
- Personal Loans ☐
- *Meal Entertainment and Venue Hire ☐

Please note – benefits marked with * are the only benefits available to **casual** employees due to the nature of their employment. Permanent employees may also access these benefits.

If one or more of the above boxes have been selected, the Salary Packaging Team will email additional information and/or the relevant documentation if you wish to proceed.

Preferred email address to receive salary packaging information:

Equity and Diversity Details (Optional)

The ACT Public Service collects information on Equal Employment Opportunity (EEO) groups for statistical purposes only. This information is used for reporting purposes and for the development of equity and diversity programs. All reporting is in the form of aggregate tables from which individual detail cannot be identified. Personal and sensitive information collected in this section will not be used for future employment or selection processes, and is collected on an 'opt-in' or voluntary basis:

Are you of Aboriginal and/or Torres Strait Islander origin? ☐ Yes ☐ No

Were you born in Australia? ☐ Yes ☐ No

If you were not born in Australia, in what year did you arrive?

Was English the first language you spoke? ☐ Yes ☐ No

What was the first language you spoke?

Was English the first language spoken by your Mother? ☐ Yes ☐ No

Was English the first language spoken by your Father? ☐ Yes ☐ No

Are you a person with a disability? ☐ Yes ☐ No

The term person with disability is used to describe a wide range of people with different impairments that may or may not affect how they do their job. A disability includes any limitation, restriction or impairment which has lasted, or is likely to last, for at least six months, and affects a person's capacity in some way. If Reasonable Adjustment would aid you in the workplace, please consider speaking to your supervisor or HR team.

Are you a former Australian Defence Force (ADF) member? ☐ Yes ☐ No

Do you personally identify as lesbian, gay, bisexual, transgender, intersex or queer? ☐ Yes ☐ No

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Union Encouragement Policy

Union encouragement

Your name (first name and surname), ACT Government contact information (email address and telephone number) and your position and Directorate will be given to the registered employee association(s) (Union) entitled to represent you as an employee. This information will be given for the purpose of the Union(s)' membership recruitment and otherwise for communication by the relevant Union(s) with you.

If you do not consent to this information being shared with relevant Union(s), please tick the box ☐

The [Union Encouragement Policy](#) is provided to all new employees in accordance with the ACTPS employment framework. This policy promotes cooperation, consultation, engagement, and communication between all levels of management and all union representatives. If you have not provided notice of your non-consent to the provision of this limited information to the Union(s) timeframe, then in accordance with the terms of the Enterprise Agreement applicable to you, the information will be provided to relevant Union(s).

If you change your mind after submitting this form, please contact Shared Services HR Service Desk on (02) 6207 9000 within 14 days after your commencement with the ACTPS.

Updating Personal Information

HR21 is the employee self-service system used in the ACTPS to:

- View personal and employment details;
- Update personal details such as diversity, bank account, address and emergency contact details; and
- Apply for leave from work.

Information and Guides for HR21 can be viewed at [Shared Services Website](#) (internal access only) or email hrsharedservices@act.gov.au to find out more.

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My Obligations

As a member of the ACT Public Service, your actions and behaviour are governed by a range of legislation and policy. Your offer of employment with the ACT Public Service is conditional upon reading and understanding the following policy statements. By signing and dating this form you are acknowledging that you have read and understand these policies, conditions and requirements.

[General Obligations of Public Employees](#)

Your obligations as a public employee. Includes information re: ethics, holding second jobs and the unauthorised disclosure of information.

[Acceptable Use of ICT Resources Policy](#)

Acceptable use of information and communications technology (ICT) resources for ACT Government employees.

Self-Disclosure

The ACTPS must ensure that public service employees are fit and proper persons. Use the space below to disclose any relevant information such as incidents, police records (including traffic offenses) etc, to help determine your suitability to work for the ACTPS.

Failure to adequately disclose relevant information may result in denial or termination of registration for casual employment, and/or cancellation of any offer of contract or permanent employment.

- ☐ I have no matters to disclose
- ☐ I have the following matters to disclose: (If more space is required attach an additional page)

Acknowledgment

I, _____, acknowledge that:

- I have read and understood my obligations, specifically, the General Obligations of Public Employees, the Workplace Privacy Policy and the Acceptable Use of ICT Resources Policy.
- I have been given the opportunity to read and understand my entitlements as established under Commonwealth and ACT Law, specifically, the Fair Work Information Statement, Superannuation Standard Choice, and Superannuation Entitlements.
- The information I have provided on this form is true and correct.
- Any qualifications or proof of professional registration submitted with this application are genuine.
- That I give consent for my information to be released to the AFP, Crimtrac and other Australian jurisdictions for the purposes of a national criminal history record check.

Signature: (type your name if emailing)

Date:

Request for Feedback

Please let us know at HRSharedServices@act.gov.au if you have any feedback on this form.