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**From:** s 22  
**Sent:** Thursday, 8 December 2016 2:39 PM  
**To:** 'Julie Inman Grant'  
**Cc:** s 22  
**Subject:** Administration bits [DLM=For-Official-Use-Only]

Good afternoon Julie

It was great talking to you the other day. As discussed I have caught up with some of the ACMA Corporate staff this morning regarding your commencement.

I have provided contact details for the relevant people below, as it will be better to discuss and deal with them directly as they are far more knowledgeable than me in these matters.

### **Human Resources**

The ACMA's People and Workplace Section deal with all the HR requirements. The contact is:

s 22  
s 22 [@acma.gov.au](mailto:s 22@acma.gov.au)

s 22 will be in touch with you shortly regarding requirements such as signing contracts. You can also discuss the impact on your remuneration with her in regards to whether you will utilise the car park or not.

### **IT**

I will arrange your access to the IT systems so that they will be set up and ready for day one.

In regards to your phone, I have talked to the ACMA IT Section regarding supplying a new phone for you, s 22 and having access to it and the phone for the few weeks prior to you starting in the Office, which should not be an issue. The best contact to discuss this with in more detail is:

s 22  
s 22 [@acma.gov.au](mailto:s 22@acma.gov.au)

s 22 will also be the best person to discuss iPad and laptop options, although this can be organised post your arrival if you are not sure yet.

s 22 has also discussed your question regarding email address names. I have briefly raised this with IT and the usual naming convention is [firstname.lastname@esafety.gov.au](mailto:firstname.lastname@esafety.gov.au). There are other systems utilised within the Office that rely on the email name, but again this is something that s 22 can discuss with you so you are aware of these and any implications if the convention is not used.

Please contact s 22 when you have some time to discuss.

### **Security**

I am in discussions with the Security Section as to what security clearance will be required, and will forward you this information once I receive it.

### **Building access**

Access for day one will be sorted, with a pass ready in reception for you. You will eventually be issued with a photo ID pass, so on day one we will arrange the photo, unless you happen to drop into the Sydney office prior to January 16, in which case we could have your photo taken then and have the photo ID pass ready for your first day.

### **Credit card**

I understand you would like a credit card, so I will organise the application paperwork to be sent to you. If you are able to complete this prior to your commencement, we should be able to have it ready for day one.

Hopefully I have covered the key parts, but please contact me about anything else you would like to know, or have any questions at all about the above.

Regards

s 22

s 22

Business Manager

**Office of the Children's eSafety Commissioner**

Ts 22

M s 22

E s 22 [@esafety.gov.au](mailto:s22@esafety.gov.au)

W [www.esafety.gov.au](http://www.esafety.gov.au)



Office of the Children's  
**eSafety Commissioner**