



Australian Government
Department of Education

Accountable Authority Instructions

Department of Education

Version 24-009



Pages 3-4 deleted under s 22 of the FOI Act



1 Corporate Governance

1.1 Accountability

Accountable Authority Instructions

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1.1.3 All officials have the following duties:

- A duty of care and diligence – officials must act with the degree of care and diligence that a reasonable person would exercise if they were in your position. The key consideration in determining whether you have exercised care and diligence will be whether you have taken reasonable steps, in the circumstances, to assess the potential consequences of your actions
- A duty in relation to use of information – officials must not use (or attempt to use) information obtained by virtue of your position with the department to gain (or seek to gain) a benefit or advantage (both financial and non-financial) for yourself or any other person, or cause (or seek to cause) detriment to the department, the Commonwealth, or any other person

s 22



Pages 6- 78 deleted under s 22 of the FOI Act



6.2 Acquiring relevant property

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Finding property on commonwealth entity premises—all officials

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6.2.8 If officials find property on Commonwealth entity premises, they must immediately report to the Security Emergency and Continuity Team, items that are, or could be, hazardous.

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6.3 Custody, use and management of relevant property

Accountable Authority Instructions

- 6.3.1 Officials must not misuse or improperly dispose of relevant property.
- 6.3.2 Officials are responsible for the security of any relevant property received or they have custody of and must take reasonable steps to safeguard the relevant property from loss.
- 6.3.3 Officials may only use relevant property for official purposes unless permission for private use has been given.

Policy

- 6.3.4 Incidental private use and removal of relevant property (such as IT resources and mobile phones) is permitted, subject to your Assistant Secretary or State Manager's approval, where it relates to undertaking your duties and/or is consistent with any departmental policy issued on the subject.
- 6.3.5 Staff in possession of relevant property must:
 - take all reasonable steps to prevent the loss of or damage to relevant property
 - not use relevant property inappropriately for private or official purposes
 - note that only minor incidental private use of relevant property is allowed
 - comply with the following DEWR policies:
 - Information Security policy
 - Acceptable Use of IT Policy
 - Asset policy
 - other directions and procedures set by the department for the custody, use or management of assets provided by them.
 - return items of relevant property when it is no longer required by you for your job or upon leaving the department.

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Pages 82- 83 deleted under s 22 of the FOI Act



6.4 Loss and recovery of relevant property

Accountable Authority Instructions

6.4.1 Officials are responsible for the security of any relevant property you receive or have custody of and must take reasonable steps to safeguard the relevant property from loss.

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Policy

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6.4.6 If the loss constitutes an emergency or security incident, officials must contact the Agency Security Adviser or Service Desk.

6.4.7 Officials must also complete an online Security Incident Report in a timely manner if relevant property is lost, stolen or damaged; report lost or stolen keys to the Property Operations Team at DEWR; and report all lost or stolen credit cards as per the Credit Card Policy.

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6.5 Disposing of relevant property (including gifting relevant property)

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For officials disposing of relevant property found on Commonwealth entity premises

6.5.13 Officials must:

- immediately report to Security Emergency and Continuity Team at DEWR items that are, or could be, hazardous



Pages 87- 90 deleted under s 22 of the FOI Act

