

068898

EMPLOYEE PERFORMANCE DEVELOPMENT PLAN (EPDP)

STAFF SESSION

2008

EXAMPLES OF GOALS AND ACTION ITEMS BY
DIVISION



Presented by

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REGIONAL SERVICES DIVISION

1. District Output Coordinator (Either NC,PVS or SFM)

Improve the standard of coordination within the Output in time for the commencement of the next financial year (July 2006)

- Have the District Manager confirm output team members and the team structure by 14th May 2006.
- Review role of project leaders within the output, taking into account the projects listed in the current works program by June 2006).
- At an initial team meeting ensure project leaders have a full appreciation of their roles, and the work listed within their portfolio.
- Be prepared to listen to past disappointments and successes, and to take on board new ideas. (July 2006)

2. Administration Officer

Within three months period following the end of the financial year (i.e. by 30th September) archive files from the previous year's financial files that are not required for the current financial year.

- Obtain a list of files from supervisor that is to be archived.
- Order sufficient archive boxes to house the files to be archived.
- Place files into archive boxes, allocating time to do so around normal duties, and by obtaining assistance of others.
- Label each box, ensuring that there is a disposal date is placed in an obvious position on the box.
- Arrange for the removal of the boxes to the nominated storage area.
- Advise admin. Staff when the task is completed and where the boxes are located in the storage room.

3. District Manager

Over the next 12 months take steps to maintain an effective district team.

- Hold regular formal team meetings (at least monthly) to review progress and set goals for the future.
- Hold regular informal full staff meetings (at least weekly) to review successes & disappointments.
- Maintain an effective Health, Welfare and Safety program.
- Draft and implement the District Training Plan, focusing on fire, risk management, leadership and IT.
- Draft and implement a succession plan for key positions within the District and the Department. Identify and develop staff accordingly.
- Ensure EPDP is rolled out, and embedded in the district culture

CORPORATE SERVICES DIVISION

Information Management Branch

1. GIS Data Manager

Over the next 2 months develop a spatial data change control procedure.

- Prepare specifications document and provide to Fugro
- Meet with Fugro staff to discuss the best method of conducting change control that is compatible with ISS Standards.
- Test preferred change control method on site on the development environment.
- Demonstrate preferred method to ISS staff in the test environment.
- Report outcomes of the tests to the IMC for sign off.
- Document approved procedure
- Train GIS Data Group staff in the new procedure and implement into production
- Monitor success of the new procedure and report to Section Manager

2. Remote Sensing Specialist

Over the next 12 months develop procedures to establish a joint approach with Native Vegetation Section to increase and better understand vegetation compliance.

- Locate and update vegetation loss for 2007
- Establish procedure for imagery certification
- Develop standard methods to be used in prosecutions
- Advise on appropriate image source
- Produce ALOS satellite products

3. Cartographic Officer

In the next 12 months capture all outstanding Forest Leases into the GIS using ArcGIS 9.2

- Review leases folder and determine leases to be captured.
- Let Land Administration Branch know which leases are to be captured
- Receive training on capture procedure from GIS Operations Manager
- Capture some test lease and check the results are to specification
- Undertake capture of enough leases each month to ensure that all outstanding leases are captured by the end of the 12 months.

NATURE CONSERVATION DIVISION

Species And Communities Branch

1. Project Officer

Develop standardised reporting protocols for occurrences of threatened flora, fauna and ecological communities within 12 months.

- Review current reporting protocols within the Department
- Interview stakeholders to determine issues with current systems, and deficiencies in using the current systems for operational purposes
- Review current systems to determine the scope of changes required to meet current demand
- Engage a systems designer to review the existing corporate databases and identify the scope for changing the current systems to manage the identified demand
- Based on the capacity to management the proposed changes, develop a revised protocol for reporting on occurrences of threatened flora, fauna and ecological communities
- Prepare new reporting forms and information packages
- Develop a communication strategy to convey the amended protocols to Departmental staff.

2. Senior Botanist

Prepare a revised flora industry management plan by 30 June.

- Contact DEWHA and determine critical pathway for plan approval
- Prepare a timeline of actions anchored against any time-critical elements of the approval process, such as minimum consultation and assessment periods
- Obtain from DEWHA any template or checklist requirements for plan preparation
- Review existing plan against current approval requirements and document gaps
- Update the current plan as necessary, and include any gaps
- Circulate draft plan for DEC comment
- Circulate draft plan for WAFIAC endorsement
- Obtain final DEC approval
- Submit to DEWHA for approval

PARKS AND VISITOR SERVICES DIVISION

Visitor Services Group

1. Recreation and Landscape Unit Coordinator

Prepare a Unit Anti-disaster Plan for securing all project information.

- Meet with staff and develop inventory of information that needs securing.
- Assess current techniques and processes of securing information.
- Identify, through gap analysis, deficiencies that need to be addressed.
- Survey businesses and other similar Units to identify successful systems.
- Undertake a cost/benefit analysis of the top three applicable systems.
- Meet with staff to critique the best systems.
- Prepare a short report with recommendations and costs of an Anti-disaster Plan for project information.
- Present for approval and then implement.

2. Recreation Officer

Develop a business plan for Recreation and Trails Unit's guidebooks and maps.

- Create an inventory of current publications.
- Collect financial data on all items and analyse trends of financial successes and failures.
- Consult within the Unit and Division, and with clients to identify new items that are similar to successful items.
- Cease production or develop strategies to modify failures to be at minimum cost neutral.
- Complete cost analysis and develop projections for expected sales.
- Develop timelines, responsibilities and deadlines for production of all current and new publications.
- Identify appropriate format and write Business Plan.
- Present for approval and then implement.

3. Interpretation Coordinator

Develop a Recognition and Reward Plan for Unit staff.

- Research other plans that have been used and show success, and assess for compatibility for use in the Unit.
- Conduct a creative session with other Unit Managers and Branch Manager to develop and expand options for reward.
- Confer with current DEC policy on staff rewards to identify options that are non-compliant and remove.
- Assess all other options for applicability and link options to personalities.
- Develop an annual plan for individual and whole-of-Unit rewards linked to IDAPES and current performance issues.
- Present for approval and then implement.

SCIENCE DIVISION

1. Librarian

Requests for references will be dealt with within 48 hours of receipt

Print out request and check book titles in catalogue to see if on shelf

- If yes
 - find book, fill in borrowers card, fill in loan cover sheet
 - mail out
- If no
 - reserve item by clicking on button in the record display

Check journal articles in Catalogue to see if we hold

- If we have the journal
 - find the journal, photocopy article, mail out
- If we have the paper
 - find the reprint in the vertical files, photocopy
 - mail out
- If the paper is available as a pdf
 - send a reply email back to the requester attaching the pdf.
- If article or journal not held the request goes into the Inter-Library Loan system

File all completed photocopy/pdf requests, for statistics.

2. Librarian

Incoming books will be entered into the Catalogue within 48 hours of receipt

Check Catalogue to identify if already held

- If it is, and another copy is not required, add to the Duplicates shelf
- If a 2nd copy required
 - Open the existing record, add the new accession number to relevant fields, add the printing code
 - save
- If not held
 - open a New record in Catalogue, enter the relevant details using AACR2, UDC and CABI Thesaurus
 - save
 - stamp accession number in book
 - stamp Departmental details