



## What's new?

### District Allowance rate increase

The District Allowance rates for all occupational groups have been increased and updated in the Alesco Human Resources System. The effective date is Wednesday 1 July 2009.

Arrears payments have been automatically calculated and paid to employees in pay 14, Thursday 7 January 2010.

Until all the People Services documents have migrated to DEC's new intranet *The Source*, the new rates can be accessed on the old site via the following link:

<http://calmweb/drb/csd/hrb/payrates.html>.

### Employee Induction Program

The new online Employee Induction Program is now available for staff to access via the People Services Branch homepage at the following link:

[http://intranet/csd/People\\_Services/Induction/default.aspx](http://intranet/csd/People_Services/Induction/default.aspx)

The induction will provide staff with an overview of DEC and some of the corporate policies and procedures that will affect them in their employment.

Your feedback on the new program would be appreciated. We encourage all staff to view the revised induction and make any suggestions or comments they feel could improve the product. Please send your feedback to [chloe.shugar@dec.wa.gov.au](mailto:chloe.shugar@dec.wa.gov.au).

### Frontline Management Training for regional staff

A leadership development program has commenced for a pilot group of 20 staff. The program has a regional focus with most of the participants coming from: Kimberley, Wheatbelt, Pilbara, Mid West and the Goldfields regions.

DEC has partnered with an external training provider, MODAL, to provide the Certificate IV qualification in Frontline Management.

The program will be a combination of workshops, video conferencing, practical workplace applications, a workplace improvement project, coaching and assessment.

This training has been made possible because of funding under the Federal Government's Productivity Places Program (via the WA Department of Education and Training). It is hoped that, with additional funding, another group will commence mid year.

For further information, please contact Fernette Eakin in Organisational Learning and Development via email or phone 9219 9787.

## Upcoming events

**International Women's Day (IWD)** is celebrated annually on 8 March. International Women's Day events aim to encourage community participation and promote diversity, while celebrating the contribution women make.



## Upcoming events continued....

### WA Public Sector Induction Seminars

Are you a new employee in the WA State public sector or wish to be provided with information about some key aspects of Government?

Date: Monday, 22 February 2010 (up to PSA L5, or equivalent)

Friday, 12 March 2010 (PSA L6 or above, or equivalent)

Time: 9:00am to 12 noon, with 8:45am registration

Venue: 7th floor Seminar Room, Governor Stirling Tower,  
197 St George's Terrace, Perth

The seminar will help you understand the public sector from a whole of government perspective and your responsibilities as an employee.

Please note that the seminar is not intended to replace DEC's induction program and does not address specific issues about employment and conditions of service.

To register, for the seminar, [click here](#).

## Hints and tips

- Please remember when undertaking selection processes, referee checking is mandatory for **all** applicants found suitable and competitive.

## Current advertised vacancies

DEC employees are reminded that all current advertised vacancies can be accessed on the WA Jobs Board [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au).

To register for email notifications click on "Email me jobs" and follow the instructions. By registering your details with the jobs board you can be notified of advertised vacancies matching your selection criteria.

Please also note that all DEC jobs are also available on DEC's website [www.dec.wa.gov.au](http://www.dec.wa.gov.au) under About Us, Working for DEC.

## Reminders....

### Public Service Holiday in Lieu (PSHIL) information reminder for employees covered by the PSGA and GOSAC awards

- Permanent full time employees are entitled to only two PSHIL days per year.
- Depending on the employees roster part time employees are entitled to one or two days PSHIL days.
- A contract employee is credited the PSHIL days that fall within their contract period.

For permanent and part-time employees the Public Service Holidays in Lieu do not accrue from one year to the next.

The Alesco HR System will automatically clear any remaining balances and credit where applicable the two Public Service Holidays in Lieu on 1 January each year.

The PSHIL for contract staff are manually updated in Alesco by Workforce Services Officers.