

What's new?

Regional People Services training

People Services Branch is committed to improving communication and access to training for regional staff, and as a result members of the Organisational Learning and Development team have started rolling out training sessions for all Regional Services staff on:

- accountable and ethical decision-making in the public sector
- employee performance development program (EPDP)
- managing performance issues

Training in accountable and ethical decision making training in the public sector is being conducted in response to Premiers Circular 2009-03 and is mandatory for all employees and will be rolled out to all metropolitan locations later in the year.

These sessions are a great opportunity for you to discuss important issues including:

- personal behaviour
- communication and official information
- fraudulent and corrupt behaviour
- use of public resources
- record keeping and use of information
- conflict of interest.

The EPDP session is highly collaborative and practical and encourages discussion on improvements to the EPDP Program, developing skills and techniques for providing feedback and understanding the impact of different personality types within your team.

In addition, managers and supervisors participate in an interactive session on managing performance issues including the legislative requirements, processes and practical tools.

If you would like further information about the regional training sessions please contact Morgan Marsh, Consultant Workforce Planning on 9219 8733.



DEC Broome staff attending a People Services Branch training session

Workforce services officers – changes to alphabet groupings

People Services Branch welcomes new Workforce Services Officer, Anna Lancaster to the team. Anna is currently learning the ropes and taking over the alphabet grouping of “Me-Sh” from Melinda Martin.

Other changes to workforce services officer alphabet groupings are available from the People Services homepage at: http://intranet/csd/People_Services/ws/Documents/Contacts%20-%20WFS%20Section.doc



Upcoming events

Employee perception survey

From Monday 19 April 2010, all DEC employees (permanent, fixed-term, casual and seasonal) will be asked via email to participate in an employee perception survey conducted by the Office of the Public Sector Standards Commissioner (OPSSC).

The employee perception survey (previously known as the climate survey) is conducted annually and is designed to establish employees' views of the extent to which behaviour in agencies is consistent with the human resource standards, the WA Public Sector Code of Ethics, and equity and diversity principles.

Employees will have until 30 April 2010 to complete the survey. It is an opportunity for public sector staff to express their views and experiences within their agency. Confidentiality is maintained throughout the survey and only aggregate results are provided back to the department.

Following the survey, the OPSSC will provide the department with a standard report providing aggregate data and a comparison between DEC and the rest of the public sector for each of the survey questions.

Hints and tips

Setting goals in EPDPs

Have you ever wondered where to start when it comes to settings goals for an employee's annual EPDP meeting? If so, please follow the link to an interesting and informative article that provides insight into how you can categorise goals as well as some useful examples.

<http://wa.psnews.com.au/PDWAprsn033story3.html>

Current advertised vacancies

Current advertised vacancies and expressions of interest

DEC staff now have easy access to both internal EOIs and externally advertised vacancies on the People Services homepage of *the Source*.

To obtain access, open the People Services homepage at:

http://intranet/csd/People_Services/Pages/Default.aspx and scroll down. Then simply click on the title of any positions of interest to see details. Links to both are also near the bottom of the left-hand menu.

Note that there is a link to the People Services homepage from the side menu of WebKiosk. In addition, all current EOIs can be accessed from WebKiosk by clicking on the 'Current Internal Vacancies' link on the side menu.

Reminders....

Reminder to managers regarding employee resignations

It would be appreciated if managers would forward employee resignation documentation to People Services Branch immediately upon receipt to give the branch adequate time to process the termination before the employee leaves. The minimum period of notice for public servants is one month.

Failure to forward this advice can result in salary overpayments. Once an employee has terminated it can be a timely process to recoup overpaid amounts and return these funds to the relevant cost centre.

Employees are encouraged to send a copy of their resignation to their workforce services officer at the same time that they submit this to their manager.