



What's new?

Change to recruitment request forms and process

Please note that there is no longer a requirement for fixed-term contract appointment/extension and casual appointment requests to be referred to the department's Efficiency Dividend Taskforce.

The following recruitment request forms have recently been updated, and the change in procedure mentioned above has been incorporated. The forms can be accessed via the intranet by clicking on the links below:

[DEC104](#) – Request to Create and Directly Fill a Position/Directly Fill an Existing Position

[DEC103](#) – Request to Create and Directly Fill a Wages or Casual Position/Directly Fill a Wages or Casual Position

Note that the process for referring advertised vacancy requests to the EDT remains unchanged.

If you have any queries, please contact Tanya Mercer, Senior Consultant Recruitment and Establishment on (08) 9334 0301 or via tanya.mercer@dec.wa.gov.au.

Workforce Services Officers (WFSOs) – Changes for August/September

From 2 August until 24 September 2010, the following changes will apply:

- Sue Fiannaca will be responsible for the alphabet grouping A-C (PayrollA-C@dec.wa.gov.au)
- Champa Kulasekera will be responsible for the alphabet grouping L-Mc (PayrollL-Mc@dec.wa.gov.au)
- Scott McMahon will be responsible for Overtime (Overtime@dec.wa.gov.au)
- Michelle Chin will be responsible for Wages (Wages@dec.wa.gov.au)

All other WFSO roles are unchanged.

For a full listing of the alphabet groups and contact details for Workforce Services Officers, please view our Contacts list at

http://intranet/csd/People_Services/ws/Documents/Contacts%20-%20WFS%20Section.doc

Conflict of interest declaration

Please note that the Director General now requires the Conflict of Interest (COI) Declaration to be completed electronically— i.e., it must be typed by the applicant, not handwritten.

The COI Declaration form can be located at:

http://intranet/csd/People_Services/Documents/Conflict_of_interest_request_form.doc

Upcoming events

Wanted: Enthusiastic participants to share their knowledge and passion at the Skills West Career Expo

People Services Branch is coordinating DEC's participation in the 2010 Skills West Expo which will be held at the Perth Exhibition and Convention Centre from **Friday 3 September 2010 to Sunday 5 September 2010**. To ensure that there is a broad cross-section of the agency represented (from environmental officers to national park rangers to research scientists) People Services Branch would like to hear from any employee who might be interested in sharing their knowledge and passion by representing DEC at some stage during the course of the expo. Overtime will be claimable for anyone who participates over the weekend.

If you are interested in contributing to this exciting event, please contact Tanya Mercer, Senior Consultant, Recruitment and Establishment on (08) 9334 0301 or via email to tanya.mercer@dec.wa.gov.au by 13 August 2010.

Reminders....

Email alerts for EOIs and advertised vacancies

Ensure that you never miss out on hearing about an Expressions of Interest or Advertised Vacancy opportunity that might be just right for you by setting up email alerts via the Source and the WA Government Job Board.

For EOIs:

The following link will take you to a list of current EOIs on the People Services Homepage:
http://intranet/csd/People_Services/Lists/EOIs/Current.aspx

Click on the Actions arrow shown below:

Expressions of Interest

Actions ▾

Then select Alert Me and complete the online form according to your requirements. You will then receive an email alert whenever an EOI that meets your specifications is placed on the Source.

For Advertised Vacancies:

The following link will take you to the WA Government Job Board email notification registration site:

<http://search.jobs.wa.gov.au/page.php?pageID=253&NRJobBoardID=6594972b47bd4c152a4eef2900ebf71d>

Follow the instructions to set your requirements online and you will receive email notification whenever an advertised vacancy that matches your requirements is placed on the Job Board.