



What's new?

Can't find the right person for the job? Using DEC's new employee testimonials on the DEC website may help

Research shows that job applicants are more attracted to organisations when their websites include employee testimonials. With this in mind, Workforce Services section has set up a library of approximately 25 web clips filmed by Strategic Development and Corporate Affairs featuring individual DEC employees talking about their jobs and what it's like to work for DEC.

The clips can be uploaded onto the DEC internet and linked in to relevant DEC job advertisements on the WA Government Job Board. If you would like to request this for your next advertised vacancy, please do so via the advertising request form, available on the intranet at:

http://intranet/csd/People_Services/Documents/Advertising%20externally%20request%20form.doc

If there is a clip available that is a suitable match for your job advertisement, we will then arrange for this to be uploaded and for the link to be inserted into the ad.

To view the clips that are currently on the DEC website, go to:

<http://www.dec.wa.gov.au/content/view/5855/2320?itemXml=decvids-jun2010&itemv=4>

For more information, please contact the recruitment team on (08) 9334 0363.

If you would like to appear in a future web clip, contact Tracey Rankin, Manager Workforce Services on (08) 9334 0215 or via tracey.rankin@dec.wa.gov.au.

Workforce Services section – structure and services

The Workforce Services team provides consulting and operational services across the agency in the areas of:

- job creation and classification
- recruitment, selection and appointment
- payroll (including leave and allowances, and the human resources information management system)
- equity and diversity
- ethics and conduct.

To view our structure, go to http://intranet/csd/People_Services/ws/Pages/Aboutus.aspx

To contact us, please view our contact details at:

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



Reminders....

Working with Children checks – applications to be submitted by 31 December 2010

The *Working with Children (Criminal Record Checking) Act 2004* (the Act) introduced compulsory criminal record checking to ensure a consistent and high standard of checking for certain people who work with children. This requirement commenced in 2006 as part of a collection of strategies to improve the protection of children in the community, and has been phasing in over the last five years.

The purpose of a WWC check is to determine whether someone has a criminal history that indicates they may harm children. Refer to <http://www.checkwwc.wa.gov.au/checkwwc> and to DEC's Guidelines for Working with Children Checks at:

http://intranet/csd/People_Services/ws/rsa/Documents/Working%20With%20Children%20Check%20guidelines.doc for general information.

During the phase-in period, DEC has required any new employees whose duties require them to work with children as described under the Act to apply for a WWC check and to carry their duly issued WWC card. In addition, since July 2007 employees and managers have been requested to advise Workforce Services section to identify positions that require a WWC check and to ensure staff that occupy these have applied for a WWC. The conclusion to the five year phase-in period is imminent, and Workforce Services section is now facilitating completion of the department's final compliance with this legal requirement.

Accordingly all managers are requested to ensure that all of their staff who work with children (as defined under the Act) have undergone a WWC check.

Managers will be sent a list that shows which employees already have a WWC check recorded in Alesco, and required to advise Workforce Services by close of business **Friday 12 November 2010** of any staff in their work area who still require, and have not applied for a check. Please note that this process should include any staff who are on leave, secondment, or are absent for any reason from a substantive position that requires a WWC check.

For the definition of working with children that clarifies whether or not a staff member needs a check, go to <http://www.checkwwc.wa.gov.au/checkwwc/Employees/Who+Needs+a+WWC+Check.htm>

All employees who work with children as defined above should ensure they have either applied for a WWC check, or have received, renewed, or applied to renew their WWC card. If you are an employee who requires a check but has yet to complete your application, **or** you are unsure of whether you have complied, please go to your manager for confirmation.

How to apply for a WWC Check:

1. Pick up a WWC application from a participating Post Office. Each form is uniquely numbered; make sure the number begins with a C.
2. To find a participating Post Office, ring 131318 or go visit www.auspost.com.au, select "Find a Postal Outlet". Postal outlets can be identified by suburb/postcode and indicating that it is for a WWC Check.
3. Thoroughly read the form, accompanying notes, and Section 1.
4. Complete sections 2 to 4 then send the form as a hard copy to People Services Branch (PSB) at Kensington, marked URGENT.
5. PSB will complete and declare the necessary employer information and return the form to you.
6. When you get the form back, immediately complete the applicant declaration in black pen, and take the form, 100 points of ID, and applicable payment (paid by the department) to a participating Post Office

Note that if you are required to have a WWC check, you will need to submit your completed application to a participating post office by 31 December 2010.

If you have further queries in relation to the above, please contact Project Officer Ying Lim on 9219 8623 ying.lim@dec.wa.gov.au, or HR Officer Kapil Nathoo on 9334 0155 kapil.nathoo@dec.wa.gov.au.