



What's new?

Good working relations policy and grievance resolution procedure

Recently the department's good working relations policy, grievance resolution procedure, and harassment and discrimination and workplace bullying policies were revised.

The changes reflect the Office of Public Sector Standards Commissioner's (OPSSC) new *Grievance Resolution Guidelines*, and DEC's own requirements.

The most significant update is that the former *Good working relations procedure and guidelines* have been consolidated to form the more precise *Grievance resolution procedure*, which promotes the early resolution of grievances at the local level, with managers taking a more active role in addressing concerns and complaints.

The updated procedures provide advice on options for managing and resolving a grievance via self resolution, assistance from management, mediation, or conciliation aimed at achieving an outcome that resolves any issue raised, and results in an ongoing professional working relationship between the parties.

Where a grievance raises a suspicion that a breach of discipline has occurred, it can be referred to the disciplinary process.

Of significant note is that the revised *Grievance resolution procedure* identifies that issues will only be resolved where employees concerned are both still working for the department. If either party is no longer employed then that matter will not be resolved through this procedure. This does not preclude management from addressing issues that underlie a grievance, nor does it preclude DEC from taking disciplinary action if the grievance gives reason to suspect that a breach of discipline has occurred.

To electronically access the good working relations policy and associated policies and procedure please go to this link on the intranet:

http://intranet/csd/People_Services/Pages/Equity%20and%20diversity.aspx

Should an issue arise where behaviour or actions in the workplace appear contrary to the department's policies and procedures, and the effect of that behaviour or action is cause for concern, you are encouraged in the first instance to approach your supervisor or manager, or one of the department's good working relations contact officers (GWRCO).

GWRCOs are employees of the department who have been trained to provide information and support to staff in the resolution of grievances. For more details on the role of a GWRCO please refer to 1.6.10 grievance resolution procedure on the intranet

http://intranet/csd/People_Services/Pages/Equity%20and%20diversity.aspx

A list of GWRCOs can be found here:

http://intranet/csd/People_Services/ws/ed/Documents/GWRCO%20List%20June%202010.doc

Please contact Catherine Vann, Policy and Diversity Coordinator on 9334 0540 should you have any queries.

Federal paid parental leave

The Federal Government recently introduced the *Paid Parental Leave Act 2010* which provides employees who give birth to, or adopt, a child after 1 January 2011 access to paid parental leave at the federal minimum wage (\$569.90 gross) over 18 weeks.

Employees who give birth to a child between 1 January 2011 and 30 June 2011, will be eligible to receive the Paid Parental Scheme and will need to deal directly with the Family Assistance Office (FAO) to arrange payments.

Eligibility is determined by the FAO and employees should liaise directly with them about their entitlements. Employees can submit their applications to the FAO up to three months prior to the expected date of birth.

From 1 July 2011, DEC will commence as the 'paymaster' and subject to approval of eligibility from the FAO, will provide the payments during the normal pay cycle. Please see over...



What's new continued..

This entitlement operates independently to the current 14 weeks paid parental leave entitlement provided for through the relevant awards and agreements and can be taken in conjunction with the paid parental leave, annual leave or long service leave.

For further information please see the FAO website <http://www.familyassist.gov.au/payments/family-assistance-payments/paid-parental-leave-scheme/>

If you have any questions, please contact Ms Morgan Marsh, A/Manager Employee Relations on 9219 8733 or Morgan.Marsh@dec.wa.gov.au.

Outside employment

The DEC Code of Conduct and section 102 of the *Public Sector Management Act 1994* require employees to gain approval from the Director General prior to undertaking any paid or unpaid employment in addition to their role at the Department of Environment and Conservation.

If you currently perform work outside DEC, either paid or unpaid, you need to complete the Declaration – Conflict of Interest form and submit it to your line manager for endorsement. On the form you should outline:

- the name of the employer
- the hours of work
- any actual, perceived or potential conflict of interest
- the steps you will take to address these.

Outside employment approvals are reviewed annually and may be withdrawn at any time. It is your obligation as an employee to notify your line manager of any changes that would require a review of your outside employment approval.

For more information please see the Policy on Outside Employment available on the People Services intranet site under People Services Policies>People Management or contact Ms Morgan Marsh, A/Manager Employee Relations on 9219 8733 or Morgan.Marsh@dec.wa.gov.au.

Reminders....

Workforce Services Officers (WFSOs) – current alphabet groupings

The following WFSO alphabet groupings currently apply:

Melinda Martin (A-C) - 9334 0219 - PayrollA-C@dec.wa.gov.au

Kylie Zinella (D-F) - 9334 0360 - PayrollD-F@dec.wa.gov.au

Matthew McQuillan (G-K) - 9334 0167 - PayrollG-K@dec.wa.gov.au

Sue Fiannaca (L-Mc) - 9334 0517 - PayrollL-Mc@dec.wa.gov.au

Matthew Carter (Me – Sh) - 9334 0361 - PayrollMe-Sh@dec.wa.gov.au

Megan Hughes (Si – Z) - 9334 0359 - PayrollSi-Z@dec.wa.gov.au

Michelle Chin (DEC Wages) - 9334 0259 - Wages@dec.wa.gov.au

Scott McMahon – WFSO (FPC Wages and overtime) - 9334 0282 - Overtime@dec.wa.gov.au

For a full listing of contact details for Workforce Services Section staff, please view our Contacts list at http://intranet/csd/People_Services/ws/Documents/Contacts%20-%20WFS%20Section.doc