



What's new?

Annual leave loading

The maximum leave loading payable on annual leave has changed.

For wages employees, the maximum annual leave loading that may be paid on four weeks' annual leave commencing from 1 October 2010 is \$1,368.60.

The maximum loadings prescribed above also apply to salaried officers commencing annual leave after 31 December 2010.

For further information, refer to Circular to Departments and Authorities No. 12 of 2010 Annual Leave Loading 2011 issued by the Department of Commerce (DoC) and available from DoC's website at http://www.commerce.wa.gov.au/LabourRelations/PDF/Circulars/12_10.pdf.

District allowance application form revised

The district allowance application form has been revised to reflect recent changes. This can be accessed from the forms menu of the People Services home page via the following link:

http://intranet/csd/People_Services/Pages/Peopleservicesforms.aspx

Public interest disclosure (PID) movie released

The Office of the Public Sector Standards Commissioner (OPSSC) recently released a short movie called "Speaking Out" about making a public interest disclosure.

What is a public interest disclosure? The *Public Interest Disclosure Act 2003* (PID Act) enables people to make disclosures about certain types of wrongdoing within the state public sector, local government and public universities without fear of reprisal.

The PID Act aims to ensure openness and accountability in government by encouraging people to make disclosures, and protecting them when they do.

The movie clearly sets out what a public interest disclosure is, the process involved, and who is involved. It can be found on our intranet at:

http://intranet/csd/People_Services/Pages/Ethicsandconduct.aspx

All employees are encouraged to watch the movie.

Further PID information for the department's employees, including the names of PID officers, can be found on the intranet here:

http://intranet/csd/People_Services/Induction/Documents/34.%20Public%20Interest%20Disclosure%20-%20RK.doc and at

http://intranet/csd/People_Services/Documents/Public%20Interest%20Disclosure%20Act%202003-%20Employee%20info.doc. All employees should become familiar with this information.

If you have further queries in relation to the above information, please contact Catherine Vann, A/Policy and Diversity Consultant on Kensington extension 8540, or 9219 8540.



Upcoming events

Public Sector Management Program – new intakes for 2011

The PSM Program is a post graduate tertiary course focussing exclusively on managing and leading in the public sector. The program targets middle to senior managers within the three tiers of the Australian Public Sector.

The next intake commences in March 2011.

Participants attend four workshops and complete written assignments that have a practical focus complementing the theoretical underpinnings.

Participants focus on four key public sector themes that focus on senior management capabilities:

- accountability
- the strategic value of managing relationships
- the imperatives of political management
- the singular emphasis on delivering result with public sector value.

The program fee is \$7150 and is highly competitive against post graduate university fees. Cost centres will be responsible for covering the program fee.

If you have any queries about the program or would like to attend an information session please see the website at www.psmprogram.wa.gov.au.

Hints & tips

Ever wanted to know what qualifications are essential for a specified callings position or which classification criteria apply?

A specified callings qualifications table has been developed that shows which qualifications (including approved equivalents) are required for appointment to each specified calling occupational groups, alternative position titles, and where relevant, the classification criteria that are applicable.

To access this table please go to the Workforce Services home page on the DEC [intranet](#).

Reminders....

Workforce services officers (WFSOs) alphabet groupings

Welcome to Heath Bell who has just joined the WFSO team and welcome back to Wendy Finch who has recently returned from 12 months leave without pay.

The following alphabet groupings will apply from 4 January 2010:

- Matthew Carter (A-C) - 9334 0219 - PayrollA-C@dec.wa.gov.au
- Kylie Zinella (D-F) - 9334 0360 - PayrollD-F@dec.wa.gov.au (team leader A – K)
- Wendy Finch (G-K) - 9334 0167 - PayrollG-K@dec.wa.gov.au

- Heath Bell (L-Mc) - 9334 0517 - PayrollL-Mc@dec.wa.gov.au (team leader L – Z)
- Matthew McQuillan (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 (team leader wages and overtime)
- Scott McMahon (FPC Wages and overtime) - 9334 0282 - Overtime@dec.wa.gov.au
- Melinda Martin (Wages and overtime) – 9334 0537

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