



What's new?

Mandatory training for all supervisors & managers – Workplace Discrimination and Harassment

All DEC managers and supervisors are required to have a demonstrated understanding of Equal Employment Opportunity (EEO) principles and practices, in order for the department to meet its responsibilities under the [Equal Opportunity Act 1984](#).

To assist supervisors to know and understand their responsibilities, the department provides an online, self-paced, interactive training course: *Workplace Discrimination and Harassment – Legal Compliance*.

Any employee that has supervisory responsibilities must complete the course. If you supervise staff and have not completed (or signed up for) this online course, please contact [Catherine Vann](#), Policy and Diversity Coordinator immediately. If you are not a supervisor but would like to complete the course anyway this is also encouraged and you can contact Catherine to be enrolled.

For information on the department's [Equity and Diversity Plan](#) and [Equal Employment Opportunity \(EEO\) - Harassment and Discrimination Policy](#), please go to those links on the intranet.

For further information, or to sign up to the online training course, please contact [Catherine Vann](#), Policy and Diversity Coordinator on (08) 9219 8540 (Kensington extension 8540).

Review and update of employee payroll application forms

Workforce Services is currently reviewing and updating all employee application forms related to payroll, such as the purchased leave form. New forms will include the date they were reviewed – to help you determine if a form has been updated. Please go to the intranet to download the latest version of the form you require http://intranet/csd/People_Services/Pages/Peopleservicesforms.aspx. Using the most up-to-date form will assist Workforce Services to process your request in a timely manner.

In the coming months, Workforce Services will also be looking at providing more Frequently Asked Questions (FAQs) relating to payroll services. Follow the link to view the current [Frequently Asked Questions](#).

You can also access FAQs about leave types and entitlements when you log into your Web Kiosk – just look under Leave. If you have queries relating to any of the above matters, please do not hesitate to contact your relevant Workforce Services Officer.



Reminders

Reminder – Code of Conduct

The *Department* of Environment and Conservation's Code of Conduct is a comprehensive guide to making ethical and accountable decisions. The code was recently revised and is available on *the Source* at [Code of Conduct](#).

The code outlines practical information and provides guidance for managers and employees to align behaviour in the workplace (conduct) with their responsibilities as public sector employees. DEC employees must comply with the department's *Code of Conduct*.

The Code includes an acknowledgement form for all employees to sign confirming they have read the Code of Conduct. If you have not read the **revised** [Code of Conduct](#) please do so, as soon as possible, and sign the acknowledgement form (located on page i of 22). Please ensure that the date in the footer of the document is April 2011, which indicates it is the current copy of the code.

Managers are required to:

- 1 Ensure all their staff have read the revised Code of Conduct and signed an acknowledgement form.
- 2 Endorse each employee's signed acknowledgement form.
- 2 Submit the **original** signed acknowledgement form to People Services Branch for processing.

If you have any questions concerning the Code of Conduct, you can discuss these with your manager, and/or you can contact [Catherine Vann](#), Policy and Diversity Coordinator on (08) 9219 8540 (Kensington extension 8540).

School-based trainees

Congratulations Heather!

Organisational Learning and Development's school-based trainee Heather Brojanowksi has recently completed her Certificate II in Business and will be completing her traineeship with the department on the 30 September. Heather has been a valuable member of the team and has assisted in making many of the courses and programs staff access through our section possible. We wish Heather all the very best with her future endeavours.

Aboriginal School Based Trainees

A very big welcome to Melissa Hudson, Naomi Williams and Emily Sibosado from Sevenoaks Senior College who began their school based traineeships with DEC on 26 August. The traineeship will see the students complete the Certificate II in Business while working two days a week with DEC over the next 16 months. The girls are all based at Kensington; Melissa with OLD, Naomi with People Services and Emily with Parks and Visitor Services.

The traineeships would not be possible without the staff responsible for supervising the students Louise McCall, Kapil Nathoo, Caroline Stonier and Sean Bryce. A very BIG thank you goes to these staff and their colleagues who have supported and welcomed the girls into DEC. Special thanks also to Delvene Cornwall and Peter Burton for making themselves available to help at such short notice.