



## Training news

### Aspiring Leaders

*Aspiring Leaders* is a new program targeting managers that are levels 5 or 6, and giving them the tools that they need to be more effective leaders: both now and in the future.

For the pilot program, 25 participants were selected from a very strong field of applicants; there were over 50 nominations to join the program.

The training will involve self development as well as providing participants with concrete tools to help them become better leaders.

A very important part of the program is the mentoring component: senior managers have stepped forward to be mentors and help in the development of our future leaders.

Mentoring has a lot of benefits for both parties: knowledge sharing, idea evaluation, fresh perspectives and encouragement.

The pilot program is underway, and due to the huge interest for this training, Organisational Learning and Development (OLD) are looking at their capacity to offer another stream of the program starting mid next year. Watch this space!

For further information on this program or other leadership and management programs offered by OLD, contact Tracy Smith, Senior Training and Development Officer on 9219 9760.

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### Do you have a current Employee Performance and Development Plan?

Performance management involves a continuous feedback process of reviewing and assessing past performance and setting future work requirements. It includes all aspects of an employee's work. The performance and feedback details are recorded in an Employee Performance and Development Plan (EPDP).

Performance management requires a commitment by senior management, supervisors and employees. It involves meetings between employees and their supervisors to discuss individual performance against a set of agreed goals.

All staff (DEC, SRT and OEPA) should complete an EPDP meeting with their supervisor/manager every 12 months, with an initial meeting within 12 weeks of commencement in the job role and a review to take place every six months.

#### ***What should I do if I haven't had an EPDP meeting in last 12 months?***

Arrange a meeting with you supervisor. All the documents you need to complete your EPDP meeting are located on the People Services (Workforce Planning and Performance) intranet page: [http://intranet/csd/People\\_Services/wpp/Pages/Employee-Performance-Development-Plan.aspx](http://intranet/csd/People_Services/wpp/Pages/Employee-Performance-Development-Plan.aspx)

If you are unsure when you last completed an EPDP you can contact Mary Baird at Organisational Learning and Development (OLD) [Mary.baird@dec.wa.gov.au](mailto:Mary.baird@dec.wa.gov.au) All EPDPs are held in your personnel file, please contact Workforce Services if you wish to access a copy of your previous or current EPDP(s).



# Updates

## Changes to Workforce Services and Employee Relations policy documents

In the last six months, the following Workforce Services and Employee Relations policy documents have been developed or reviewed and updated in the department:

New or revised policies, guidelines and procedures	Superseded policies
<a href="#">Targeted advertising guidelines</a>	N/A - new guidelines arising from new recruitment initiative
<a href="#">Ceasing employment policy</a> , plus associated procedures on <a href="#">resignation</a> , <a href="#">age</a> and <a href="#">ill health retirement</a> , <a href="#">contract cessation</a> and <a href="#">voluntary severance</a>	1.4.30 Voluntary resignation 1.4.31 Age retirement
<a href="#">Employee records – access by employees policy</a>	1.4.2 Personal files - access by staff
<a href="#">Employee records – establishment and maintenance policy</a>	1.4.1 Establishment and maintenance of employee records
<a href="#">Recognition of long service at retirement or resignation policy</a>	1.4.18 Recognition of Long Service at Retirement or Resignation
<a href="#">Unauthorised absence and fraudulent use of time and attendance records policy</a> plus associated <a href="#">procedures</a>	1.4.20 Breaches of working hours and absence from work
<a href="#">Job creation and classification policy</a> plus associated <a href="#">procedures</a>	1.3.18 Advertising positions under Section 50(d) of EO Act 1984 incorporated into <a href="#">Job creation and classification policy</a>

In addition, minor amendments have been made to the following policies:

- [1.4.22 Outside employment policy](#)
- [1.4.26 Gifts, gratuities, hospitality, rewards and benefits policy](#)
- [1.4.28 Conflicts of Interest policy](#)
- [Confidentiality and disclosure of official information policy](#)

Employees are encouraged to read new or revised policies, guidelines and procedures to understand how these apply across the department.

Please note also that People Services Branch is phasing numbers out of its policies – this means that most new and updated policies are named rather than numbered.

All of the above-mentioned policies can be accessed via the People Services Branch [Policies](#) intranet page.

For more information about a particular policy document please refer to the 'Contact Details' section listed in that document – this will refer you to the relevant officer who can assist you.

## **School Based Traineeships for 2013/4 Nominations closing soon**

The School Based Traineeship Program (SBTP) provides secondary high school students from government schools with the opportunity to undertake employment-based training in a public sector agency, earn a part-time wage, and gain a formal qualification while completing Year 11 and 12.

The wage costs are: \$134.40 per week in year 11 and \$148.20 per week in year 12, School Based Trainees attend work two days per week. Trainees are exempt from FTE ceiling restrictions.

PSC is currently seeking applications from agencies. For more information on the SBTP contact Danielle King, Traineeship Coordinator on [youth@psc.gov.au](mailto:youth@psc.gov.au) or 6552 8657.

To register your interest in a School Based Trainee please contact the Recruitment Team at [DEC.recruitment@dec.wa.gov.au](mailto:DEC.recruitment@dec.wa.gov.au) or phone 9334 0222, or contact Organisational Learning and Development: [orglearning@dec.wa.gov.au](mailto:orglearning@dec.wa.gov.au)

## **People Services Section - staff movements**

Meredith Johnson – Manager Organisational Learning and Development – has left the department

Amanda Nabi - Manager RTO

Heath Bell - Senior Workforce Service Officer - last day is the 27 September 2012

Simon Andrews - now Permanent Level 2 HR Officers position

Lynley Shehan - now permanent Level 2 Workforce Service Officer position

Michelle Anderson - now new Level1 PSGOGA Officer - created for the fire season

Morgan Marsh – returned to the department 3 September 2012

Gillian Anderson - has left the department