



Upcoming events

People Services Branch Road Show 2013 – Coming to a town near you!

People Services Branch (PSB) has rolled out a series of information sessions and workshops for each work centre across the state. Conducted by the Employee Relations section, the Road show has already visited the Kimberley, Wheatbelt and some locations in the metro area, receiving great feedback.

The information sessions have been tailored to suit the needs of management and staff and address the issues confronting them. The sessions also provide staff with a great opportunity to ask questions and seek clarification on areas that are covered as functions of PSB. The day has been split into two sessions, one for all staff and the other for managers.

The topics covered for all staff include:

- Understanding entitlements for PSA, AWU and Rangers - hours, overtime, fire, parental leave, removal allowance, district allowance and annual leave travel concession.
- Equity and Diversity
- Overtime Processing & Payroll
- Recruitment
- Risk Management & Wellness

And the workshops for managers cover:

- Grievances
- Performance
- Discipline

As a department it is important that DEC ensures you, our workforce, are kept informed and that you understand your rights, responsibilities and opportunities available to you whilst at work.

Should you have any questions about the upcoming road show please contact Simon Andrews, Human Resources Officer on 9219 8623 or simon.andrews@dec.wa.gov.au



2013 Perth Big Meet Career Expo

DEC participated in Australia's biggest career expo for undergraduates and graduates at the Perth Exhibition and Convention Centre on Friday 8 March 2013.

The Perth Big Meet Career Expo provides employers with a great opportunity to promote their organisation to students from a range of universities. This year 104 organisations from various sectors (including: government, mining, defence and education) took part in the event which was attended by a record number of 3,262 students.

DEC was represented by staff members: Kathryn Smith, Chloe Sellars, Belinda Catcheside, Zoe Scarlett, Sharron Glasgow, Paul Newell, Sharon Gray, Samara Rogers, Luke Bouwman, Bok Ho, Kelly Rayner and Patrick Maslen. The staff shared their knowledge and experiences whilst promoting recruitment initiatives such as the Graduate Development Program.

The day was a great success with many students from a range of disciplines visiting the DEC stand. Policy and Projects Officer Bel Catcheside from Regional Services Division found the wide range of disciplines that the students were from very interesting.

"They were mostly environmental science students, however also I had inquiries from two economists, a mathematician, an environmental engineer and a couple of agriculture students...They were all interested in joining the DEC team!" she said.

Career expo coordinator Kathryn Smith said participating in career expos would not be possible without DEC staff volunteering their time and sharing their enthusiasm and experiences with the students.

DEC participates at this event annually, if you are interested in volunteering your time to promote the department at the 2014 Career Expo you can register your interest with Kathryn Smith on 9219 8779 or Kathryn.smith@dec.wa.gov.au



Bel Catcheside, Zoe Scarlett (top left) Sharon Gray (top right) and Paul Newell (below) talking with students at The Big Meet.



What's New?

Reminder – Candidate Management System

Carrying out a quick, compliant and efficient advertising and appointment process creates positive first impressions and shows efficiency and care of the recommended candidate. It also ensures securing the best applicant first, results in lesser interruption to daily work and provides the extra hands on deck.

By embracing the Candidate Management System (CMS) the panel can finalise a process in under 30 days. Some pre planning, time setting and commitment (ensuring all panel members are fully available for the process) will assist in ensuring the process is done quickly.

Full instructions are always provided in using the CMS and friendly help is only a phone call away. You can access the CMS on line anywhere, anytime, with all templates and instructions at your fingertips.

Please contact Sue Oakman, Recruitment Coordinator on 9334 0363 or sue.oakman@dec.wa.gov.au for more information about the many benefits of using the CMS.

Reminder – A note on compliance when filling a vacancy

The Employment Standard, Commissioners Instructions, Public Sector Management Act and WA Public Sector Code of Ethics and other relevant legislation govern the requirements to appropriately fill a vacancy within DEC. These processes are overseen by People Services Branch and Managers are reminded that all vacancies should be filled using the services provided by PSB. This includes short term contracts and seasonal positions.

All forms are available at http://intranet/csd/People_Services/Pages/Peopleservicesforms.aspx or phone the recruitment team on 9334 0222.

Aboriginal employment in DEC

Are you aware that all external advertising can be placed free of charge on the Indigenous Jobs website? If you have a position that must be filled or would be best be filled by an Aboriginal person, consider where it may be best to advertise the role.

The recruitment section, in partnership with the Aboriginal Heritage Unit, is developing a database of Aboriginal people who have a desire to work for DEC. Any referrals of interested people are welcome.

The DEC Aboriginal Employment Strategy is committed for DEC to exceed Public Sector employment targets for Aboriginal people. Please see link below for further information relating to the Aboriginal Employment Strategy:

http://intranet/csd/People_Services/Documents/Aboriginal%20Employment%20Strategy%20brochure.pdf

Please contact Sue Oakman, Recruitment Coordinator on 9334 0363 or sue.oakman@dec.wa.gov.au for more information in regards to aboriginal employment.

Other News

Government traineeships

Perth Metropolitan area and also now available in the South West and South Coast regions.

Did you know government trainees are FTE exempt?

The [Government Traineeship Program](#) is an employment-based training program open to young people 25 years of age or under who are interested in and available for traineeships that arise in the WA public sector. The Public Sector Commission manages a database available for Perth Metro, the South West and the South Coast Regions.

On completion, trainees receive a nationally-recognised qualification (Certificate II, III or IV in Government).

If you are interested in employing a trainee or require further details, please contact Eloise Gordon, Government Traineeship Coordinator on 6552 8792 or email youth@psc.wa.gov.au.

For DEC specific questions, please contact Sue Oakman, Recruitment Coordinator on 9334 0363 or sue.oakman@dec.wa.gov.au.

People Services Branch – staff movements

Kate Eddy – Coordinator, Workforce Services – Permanent Appointment

Christle Ramos - Workforce Services Officer A-C – Contract Appointment

Shanelle Hart – Workforce Services Officer – Wages – Casual Appointment

Cynthia Yarran – Assistant Recruitment Officer – Casual Appointment

Chloe Sellars – Policy and Diversity Coordinator – Contract Appointment

Sarah Gane – Finance and Data Officer – Contract Appointment