

## Training news

### MATES Welcomes the Certificate III in Government

The Mentored Aboriginal Employment Scheme (MATES) is managed by Learning and Development and has traditionally offered opportunities for Aboriginal people to undertake studies in Certificate II, III and/or IV in Conservation and Land Management.

The program has now been extended to offer the Certificate III in Government. This follows the Aboriginal Heritage Unit's support of Jayden Miller who is the first trainee within MATES to undertake this qualification.

Jayden is based in the Aboriginal Heritage Unit at Kensington, his workplace supervisor is Rhonda Murphy. Jayden receives on-the-job training and support from Rhonda to carry out a range of tasks/projects related to the knowledge and skills required to complete the Certificate III in Government.

This is a significant step forwards in the MATES program and it is hoped that more trainees will be able to undertake similar offerings.



From the left: Rob Nash (from Aspire Performance Training), Jayden Miller (Trainee) and Rhonda Murphy (Workplace Supervisor).

### Training Needs Survey

***Do you have the skills and knowledge you require to perform effectively in your job?***

On Tuesday 18 February 2014 all staff will be invited to respond to a survey about their training needs. The aim of the survey is to ensure all staff have the skills and knowledge they require to safely and effectively do their jobs and that they have access to the training and development they need.

The results from the survey will assist in the formation and delivery of the department's training and development strategies.

The survey will be available online for a period of two weeks and take 15-20 minutes to complete. A broadcast message with a link to the survey will be sent on Tuesday 18 February 2014.

Everyone is encouraged to examine with fresh eyes and questioning minds what we do and the ways that we do it, to ensure we increase our focus and improve our practices. Your participation in this survey will ensure the department has a great future.

If you have any questions about the survey please contact Kathryn Wilkinson, Employee Relations and Planning Section on 9219 8779.



# Recruitment news

## **Making the most of your selection process**

Current statistics indicate that the Department of Parks and Wildlife (DPaW) is above the WA State Government average in time taken to finalise a selection process (in excess of 100 days). This has a detrimental effect on DPaW's corporate image, attraction and retention and is an unnecessary drain on Cost Centre staff and financial resources. If you plan your selection process in advance, you can finalise the process in a fraction of the time.

Establish your gender balanced selection panel in advance of the advertising cycle

- Ensure all proposed panel members will be available after the advertising period has closed, i.e. check whether there is leave booked, and arrange for an alternative panel member to participate if there is.
- Please phone Sue Oakman, Recruitment Coordinator on 9219 9281 if you require assistance with appointing panelists from within the agency, including trained Aboriginal staff.

During the advertising phase

- Finalise interview questions
- Log into RAMS (password is provided by recruitment) and short list applications as they are received. Shortlisting should be completed within three days of the position closing. Recruitment will email the list of applicants to all panel members on the closing day. If you have any problems with logging into RAMS, please contact a Recruitment Officer on 9219 9822.
- Book meetings to finalise shortlisting. This can be done by phone, email or face to face.
- Book the interview room and support person to guide applicants.

Completing the Selection Report

- The convenor of the panel should aim to complete the selection report within a week after the interviews.
- Template reports and selection panel guidelines can be accessed online or are available at the front of the hard copy file.
- The signed selection report can be scanned and emailed to [selectionreports@dpaw.wa.gov.au](mailto:selectionreports@dpaw.wa.gov.au).

If you have any queries regarding the selection process, please contact Sue Oakman, Recruitment Coordinator on 9219 9281.

## Other news

### Volunteer efforts recognised

David Read from Learning and Development recently received a commendation at the City of South Perth's Thank a Volunteer breakfast and ceremony. David's nine years of volunteering for the State Emergency Service (SES) was acknowledged at the ceremony where he received a Certificate of Appreciation for the service he has provided to the community.

The work that David is involved in as a volunteer with the SES is of great benefit to DPaW especially in the area of First Aid Training as he is the department's course custodian.



David Read being presented with his Certificate of Appreciation

---

### Do you have Corporate Health Cover?

As a DPaW employee you are entitled to a discount on health cover under the department's Corporate Health Cover Agreements with Medibank Private Ltd and HBF Health Limited.

To promote these discounts on Corporate Health Cover, HBF Health Limited representatives will host an Expo on **Monday 17 February** at Kensington. The expo promises to provide DPaW employees with valuable health information; unveil new Wellness Initiatives and promote various lifestyle services available to DPaW employees.

If you would like to support the expo and visit the HBF stand you can do so between 11am – 2 pm in the Keiran McNamara Conservation Science Centre, Nambung Meeting room.

In addition to the expo, a HBF consultant will be available, via appointment, on **Tuesday 18 February** to conduct one to one consultations with DPaW staff who would like to review or discuss their existing health cover arrangements and needs.

Details about the expo and additional HBF promotional [information](#) can be accessed [here](#).

Details about the one to one consultations including instructions on how to book an appointment can be accessed [here](#).

For further information please visit the People Services Branch [Corporate Health Cover](#) intranet page.

# Updates

## **Changes to People Services Branch**

An internal restructure was approved for People Services Branch in November 2013 which saw the workforce planning component from the Organisational Learning and Development (OLD) Section relocate into the Employee Relations Section. This change provides a more coordinated approach to strategic planning within the branch.

To coincide with the restructure the sections have been renamed the Learning and Development Section and the Employee Relations and Planning Section.

The following staff transferred to the Employee Relations and Planning Section:

Tracy Smith – Workforce Development Consultant

Kathryn Wilkinson – Workforce Development Consultant

The Risk Management Section has been renamed to better reflect the work they do and is now known as the Health and Safety Section. Their function has not changed.

## **Staff Movements**

Emma Anthony – Employee Relations Officer – Maternity Leave

Lynda Oversby – Employee Relations Officer – Contract appointment

Eva Farm – Workforce Development Officer – Acting appointment

Christle Ramos – Human Resources Officer – Acting appointment

Matt McQuillan – Workforce Services Officer – Contract appointment

Emma-Lee Finch – Health Safety and Wellbeing Coordinator – Acting appointment

Peter Hill – Senior Training and Development Officer – Permanent appointment

David Read – Training Officer – Permanent appointment