

Training news

Vocational Education and Training Benefits the Kimberley

The department offers a range of training programs through the Learning and Development Section that aim to assist our operational staff to gain valuable workplace skills and education. *State Cane Toad Initiative** Program Leader Corrin Everitt has embraced the department's Pathways, MATES and School-based trainee programs to develop and train staff members including Jasper Kruse, Andrew Rethus and Keith Boombi.

Biodiversity Survey Leader Jasper Kruse completed his Certificate III in Conservation and Land Management through the Pathways program. Corrin supervised Jasper throughout the program, which included on the job training in the Cane Toad Initiative's standard operating procedures during cane toad and biodiversity surveys. Jasper is now regularly called upon to share his experience as he supervises both ranger groups and volunteers in the field.

Andrew Rethus is nearing completion of a two year school based traineeship with the *State Cane Toad Initiative*. Andrew's supervisor, Bush Rangers Regional Coordinator Sally Johnston, has worked with Corrin to structure Andrew's work plan to ensure it meets both operational and training requirements. Through ongoing instruction and feedback, Sally monitors both Andrew's operational tasks and his workplace assessments. Andrew's career aspirations are on track: he will graduate high school with his Certificate II in Conservation and Land Management and a suite of additional qualifications including snake handling, Restricted Coxswain, and Level One Fire Fighter.

The 2014 Aboriginal Trainee of the Year Keith Boombi was recognised for his commitment to learning after completing the Certificate II in Conservation and Land Management with the MATES program. Keith, who commenced with the department as a bio-diversity survey volunteer worked under the supervision of Corrin and her team before earning his position as a school based trainee. Corrin believes that Keith's success is a great example of the importance of Parks and Wildlife school based training and why she has provided opportunities for a number of school based trainees.

Corrin says that "the success of a school based traineeship depends on having the flexibility to combine ongoing school and holiday commitments with a workplace that requires regular field trips to remote areas, often for extended periods." Accommodating schoolwork, training needs and operational duties for these young employees is not without its challenges. Whilst Corrin encourages other managers to take on school based trainees, she says that it is important to ensure that the high school program which the student is involved in fits with the operational environment of their program.

*In the remote Kimberley Region of Western Australia, the State Cane Toad Initiative is actively working to:

- prevent the establishment of new 'hitchhiker' toad populations
- support research that seeks to minimise the impact of cane toads
- contribute to conservation efforts to protect the wildlife on Kimberley island



Pictures left to right: Corrin Everitt, The Minister with Jasper Kruse at the 2014 Graduation and Awards Ceremony, Andrew Rethus and Keith Boombi in the field.

Training news continued

New Training Opportunities

Learning and Development (L&D) is excited to be offering a range of new courses that are available to all staff. These include:

- Aboriginal Cultural Awareness Training (ACAT)
- Introduction to Excel
- Dealing with Difficult Situations

Please visit the department's Corporate Training Calendar which is available on the [intranet](#) and keep an eye out for the monthly broadcast messages to ensure you don't miss out on any training opportunities.

Employee Relations and Planning news

Public Service and Government Officers General Agreement 2011 Negotiations

The Public Sector Labour Relations Directorate (PSD) and the Civil Service Association (CSA) are currently renegotiating the Public Service and Government Officers General Agreement 2011 which expired on 1 April 2014.

Status of the negotiations

- 4 March 2014, the Government presented an offer, in accordance with Public Sector Wages Policy of a 2.5% increase each year in the next three years. Included in this offer was the requirement to remove three clauses, two of which relate to reviews of Government processes which have already been completed, and the third clause relates to a consultative body that has only met once in the past five years.
- 14 March 2014, the CSA counter-claimed for salary increases of 3.5% each year for three years and maintenance of all current working conditions.
- 24 March 2014, Government advised that the counter-claim was rejected and that the Government offer of 4 March 2014 remains open to the CSA.
- 28 March 2014, CSA advised that it had resolved to reject the Government offer, continue to bargain and commit to a campaign of industrial action and community engagement.
- The PSD and the CSA met on 10 April 2014.
- 29 April 2014, at a meeting of delegates, the CSA resolved to put a strike ballot to members.
- 5 June 2014 the Government made a revised offer to the CSA based on the Budget projected growth in the Perth CPI for the next three years.

The Government's revised offer includes salary increases of 2.75% in 2014/15, 2.5% in 2015/16 and 2.5% in 2016/17; and amendments clarifying and updating existing entitlements. The revised offer includes the option for a two year term or a three year term.

As the agreement has now nominally expired, the earliest any pay increase can operate from is the date in-principle agreement is given by the CSA.

A copy of the revised offer can be found on the Department of Commerce website via the attached link - [Public Service and Government Officers General Agreement Update](#)

If you have any questions regarding the negotiations please contact A/Employee Relations Consultant Lynda Oversby on 9219 9243 or Lynda.oversby@dpaw.wa.gov.au

Recruitment news

Recruitment freeze

The recruitment freeze is currently in place until 30 June 2014. During the freeze, the following restrictions on recruitment apply from 16 April 2014:

- There is to be no general or targeted advertising of any job vacancies or pools, and any such process that are currently in progress are to be suspended.
- No new permanent appointments, including promotions, are to be made.
- No appointments of new employees are to be made. However, existing fixed term contract employees may have contracts extended or renewed in the same position, or be appointed on a new contract in another position at the same or lower level, and existing casual arrangements can continue with casuals engaged prior to 16 April 2014.
- A moratorium has been placed on all job reclassifications including criteria progressions.

The freeze does not affect Expressions of interest (EOI) processes, secondments at level, acting arrangements or transfers.

Contracts for services (e.g. the recruitment through a labour hire agency of someone to undertake the duties of a vacant position) are not to be used to circumvent the freeze.

In exceptional circumstances, where essential services will be directly and significantly affected, it may be possible (with the Director General's approval) to apply to the Minister for exemptions to advertise and/or make appointments for critical positions. For more information, contact Tanya Mercer, Senior Consultant Recruitment and Establishment on (08) 9219 9856.

New policies and guidelines

New policies and guidelines relevant to recruitment, selection and appointment covering legislative change and emphasising the need for a flexible and strategic approach have recently been implemented in the department. These cover:

- [Recruitment](#),
- [General and targeted advertising](#),
- [Selection \(for selection panels\)](#),
- [Expressions of interest](#),
- [Acting/temporary deployment and higher duties allowance](#),
- [Direct fill and subsequent appointments](#), and
- [Secondment](#).

Key issues/changes

In order for a fixed term contract appointment or secondment to be extended to a total duration of 6 months or more, a Public Service employee must be the successful applicant in an advertised vacancy or EOI process, unless any of the exceptions listed at item 6.6 in the [Guidelines and procedures on direct fill and subsequent appointments](#) apply.

Note that:

- If an employee wins a position through such a process, subsequent extensions will be possible without the need for a further advertised vacancy or EOI process.
- There is capacity for panels to choose what is included in written applications, make appointments without interviewing, and conduct quick and easy referee checks using a new [EOI referee declaration form](#). More detailed information, including hints and tips, has been included in the [Guide to expressions of interest \(EOI\) selection](#).

Updates

Web Kiosk upgrade to Version 13.

Web Kiosk has been revamped with a new look and feel. Whilst many of the previous functions were retained, some additional features have been added and are summarised below with screenshot illustrations.

When you login in to the Kiosk you will notice that menu items with drop down options are now located at the top of the screen enhancing navigation within the application.



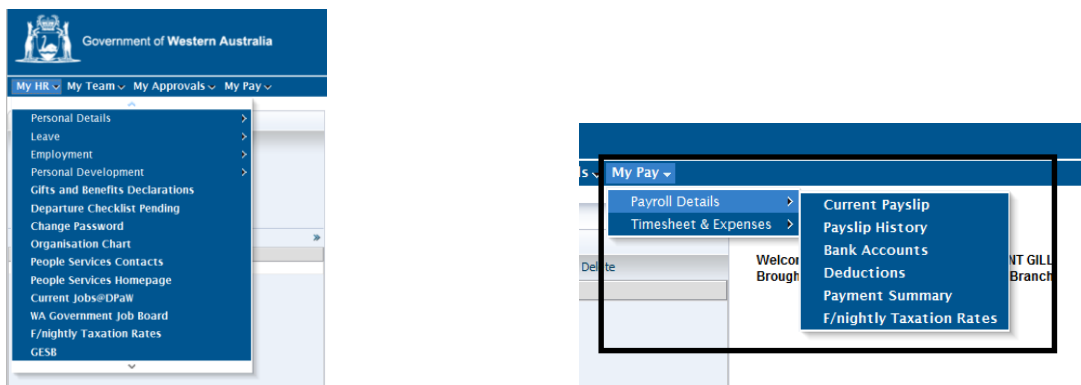
The **My Favourites** tab located *under My Details* allows you to customise your own web kiosk view by listing your most used programs for easy access. To create a list, open the required program then press the add button. The program will then be listed to *My Favourites* section. To delete a program, select the program and click on the delete button.

The **Team Calendar** has been updated to include an export to Excel functionality. This allows managers to export the data from the *Team Calendar* details in an Excel format by pressing the *Export to Excel* button. This new feature provides managers with a useful tool to monitor confirmed leave of their team members making it easier to manage work groups.



It should be noted that for larger work groups the Web Kiosk system will require additional time to process and display the team calendar.

Under the **My HR** panel you have access to useful links to the People Services Branch intranet site, the WA Jobs Board, the ATO and GESB sites.



Employees pay details are housed in the **My Pay** menu. This menu lists your current pay slip, pay history table, current and previous payment summaries and deduction details. You can search for overtime and travel payments by using the *Additional Hours History* and *Expense Claim History* links attached to the *My Pay* menu.

For further information please visit the [Web Kiosk](#) intranet page or contact HR Systems Officer, Milwant Gill on 9219 9851 or e-mail Milwant.Gill@DPaW.wa.gov.au