

Merry Christmas from PSB

People Services Branch would like to take this opportunity to thank all Parks and Wildlife staff for your help in making 2014 such a memorable year. As the dust has settled on the separation from DER, your assistance and support throughout this period of organisational change has been pivotal to our success. PSB wishes you and your families a safe and merry Christmas and a happy New Year. See you in 2015!

Training news

Training for work outcomes

A key function of Learning and Development's Conservation and Land Management (CLM) training team is to be responsive to the training and assessment needs of staff enrolled in either the Pathways Program or the Mentored Aboriginal Traineeship Employment Scheme (MATES).

The CLM training team is well placed to identify and respond to the needs of these staff who are located in metropolitan and regional areas. An example of this is when the team responded to the Miriwoong Gajirawoong (MG) joint management program manager's request to have his MATES trainee rangers take on more responsibility for implementing the actions prescribed in *Joint Management Park Management Plans*.

In a prompt response to meet this need, the CLM training team developed an assessment workbook for the Nationally Recognised Unit of Competency *AHCILM201A Maintain cultural places*. This unit forms part of the trainee's progress towards obtaining a Certificate II in Conservation and Land Management through on-the-job training and assessment within the department.

AHCILM201A Maintain cultural places focuses on engaging the trainee rangers to take ownership of their Park Management Plan while developing their ability to identify, plan, conduct and report on operational jobs that support the plan.

MG ranger Winston Gerrard participated in a trial of the unit in conjunction with the task of reducing the fuel around the entrance of an important cave in Mijing Conservation Park. Winston approached the task enthusiastically and responded well to feedback as he reviewed his plan with his workplace assessor.

The project required Winston to:

- attend a briefing by the district fire coordinator on how to achieve the task
- prepare a job description and JSA to meet the requirements of the task
- organise a map for the task.

In July 2014, under the supervision of Andy Reid an experienced MG ranger, Winston prepared his equipment and travelled to the site where he led a small crew to complete the operation.

As a result of his willing participation in this activity Winston successfully engaged with his Park Management Plan whilst completing a Nationally Recognised Unit of Competency towards his Certificate II in Conservation and Land Management.



Training News

Four weeks after completing the task, a bush fire occurred in Mijing Conservation Park. The work that Winston and his crew carried out mitigated the threat of bush fire and was directly responsible for the preservation of this cultural site.

The *AHCILM201A Maintain cultural places* unit has been tailored to suit the needs of the staff employed within regional services and is available for use by program participants across the state, along with the other 46 Nationally Recognised Units of Competency that the CLM training team are custodians for.



MG ranger Winston Gerrard working in the field

Corporate Training in 2014

It has been a busy and successful year for Learning and Development's corporate training team with a number of major goals achieved.

Eleven staff successfully completed the department's Frontline Management Program including PSB staff Michelle Chin, David Read and Maris Ristic. Their efforts along with all successful participants will be acknowledged at the 2015 Graduation and Awards Ceremony where they will be presented with a BSB40812 Certificate IV in Frontline Management qualification of which the program is aligned to.

Another major achievement was the completion of the Aspiring Leaders Program, with 19 staff graduating from the program including PSB colleague Peter Burton. The program was developed to foster and support staff that aspire to increased management responsibility and wider job-scope and skills for successful sustained careers. The program involves mentoring by experienced departmental staff with three of this year's participants mentored by PSB staff Steve Bradfield and Amanda Nabi.

Overall 94 courses were offered through the Corporate Training Calendar in 2014 and we expect by year's end the number of course participants to be more than 900 staff from Parks and Wildlife and the departments of the bureau service.

Learning and Development's corporate training team rely heavily on the support of many of the staff from the People Services Branch to deliver the courses offered via the department's corporate training calendar. We acknowledge and thank these people for the time, effort and hard work they put into making these sessions possible.

Training News

Contact Officers refresh their skills at annual meeting

The Good Working Relations Contact Officer (GWRCO) annual general meeting was held last month for contact officers to refresh and strengthen their knowledge and skills in providing employees with the options they have available to help resolve grievances or complaints.

Director Corporate Services John Byrne opened the meeting, expressing his appreciation for the GWRCO's contributions to the Good Working Relations network and to the department. Manager People Services Graham Edwards also presented information to help give the contact officers a greater understanding of department processes and human resources trends in the public sector.

The two day meeting also included a Mental Health First Aid presentation from People Services Branch health and safety officer Emma-Lee Finch and a half-day Contact Officer Refresher training session presented by Mike Hart from the Equal Opportunity Commission.

Good Working Relations Contact Officers play an important role in assisting employees by providing them with information about the different avenues and processes that can be taken when a complaint or grievance arises. Employees can speak to any of the Contact Officers around the state, regardless of their location. A list of all [Good Working Relations Contact Officers](#) is available via the People Services Branch intranet.

If you would like further information on the Good Working Relations Contact Officers Network please contact workforce and diversity coordinator Kathryn Wilkinson at People Services Branch, 9219 8779 or email kathryn.wilkinson@dpaw.wa.gov.au



Contact officers meet at the Keiran McNamara Conservation Science Centre

Staff News

John Rooney is moving on

In January 2015, organisational responsibility for firearms training and other firearms-related matters will be transferred from Corporate Services Division to Regional and Fire Management Services Division.

This change will see corporate firearms officer John Rooney move to Regional and Fire Management Services (RSFM) after seven years of service with the Learning and Development Section in People Services Branch (PSB).

John has worked for the department and its predecessors for nearly 38 years, starting with the Forest Department on 6 December 1976. During John's time with Learning and Development he has successfully managed the department's corporate firearms licensing process and related compliance issues. In addition, he has developed, registered and organised the corporate firearms and aerial marksman training and maintained standards for the security, maintenance and storage of firearms across the agency.

Recently the Learning and Development Section celebrated with John at a team dinner during which they presented him with a 'man bag' as his parting gift, which was well received.

Senior training and development officer Peter Hill highlighted John's great sense of humour when talking about John's role in the team. "John's contribution both personally and professionally to the Learning and Development Section will be missed and we wish him all the best", he said.



John Rooney with his 'man bag'

Staff news

Learning and Development's annual planning week was held recently bringing together the section's staff including four regionally based members. During the week the section reviewed 2014 and made plans for 2015 with the emphasis on the section's Operating Plan.

Some of the structured sessions during the week involved:

- Reviewing the section's current operating plan
- Conducting a team SWOT analysis (i.e. reviewing our strengths, weaknesses, opportunities and threats)
- Examining what's ahead in 2015 including the role the section will fulfill as part of the department's Strategic Directions 2014-17 and the new Corporate Training Policy and Guidelines
- Developing the section's Operating Plan for 2015
- Internally delivered group training on how to meet audit requirements in light of the newly endorsed standards for registered training providers and regulators

The week ended with a post work sundowner and secret Santa to celebrate our achievements as a section for the year and to celebrate with our regional staff who will be unable to attend the branch's Christmas celebrations in December.



Learning and Development Section

Maris Ristic

John Rooney

Staff Movements

Catherine YNEMA (nee GADD) – Health, Safety & Wellbeing Coordinator – Acting Appointment

Rashi AGRAWAL – Workforce Service Officer – New contract Appointment

Mary BAIRD – Workforce Service Officer – New contract Appointment

Natasha SAMUELRAJ Workforce Service Officer – New contract Appointment

Eva FARM – Workforce Development Consultant – Acting Appointment

Simon ANDREWS – Workforce Development Officer – Acting Appointment (return from leave)

Britney HERBERT – Project Officer, Personnel Services Section (return from maternity Leave)

Michelle JESS – Data Cleaning Officer - Maternity leave

Kylie O'NEIL – Unattached – Maternity leave

Christle RAMOS – Human Resources Officer – Ceased employment

Matthew McQuillan – Workforce Services Officer – Ceased employment

Emma-Lee FINCH – Health, Safety & Wellbeing Coordinator – Ceased employment