

## Employee Relations and Safety news

### People Services Branch (PSB) HR Roadshows underway

Starting in July of this year, the Employee Relations and Safety Team have been delivering the HR roadshow presentations to staff at regional and metropolitan offices around the state.

The aim of the roadshow is to update staff and managers on PSB changes and important human resource matters relating to the department. The roadshow also provides staff with the opportunity to ask questions and seek clarification on various areas within PSB. Topics covered include:

- The new online induction program
- The new online Near-miss and Hazard Reporting system
- The updated Drug and Alcohol policy
- Refresher on employee entitlements and fire overtime provisions

To-date the roadshows have been delivered in the South West, Midwest, South Coast, Wheatbelt and Swan regions.

Visits to the Warren, Goldfields, Pilbara and Kimberley regions have been scheduled to occur throughout the next few months. Kensington sessions have been scheduled for 8 October, 12 October and 4 November 2015.

As a department, it is important that our workforce is kept informed and that staff understand their rights, responsibilities and the opportunities available to them.

Should you have any questions about the roadshows please contact Eva Farm, Workforce Development Officer on 9219 9828 or [eva.farm@dpaw.wa.gov.au](mailto:eva.farm@dpaw.wa.gov.au)



Catherine Ynema presenting the new Online Near Miss and Hazzard Reporting System to staff in Busselton, 9 July 2015

### Rangers General Agreement negotiations

The department is currently in the process of negotiating a replacement to the *Rangers (National Parks) General Agreement 2013* with the United Voice union. The department and the union have met twice to discuss the union's Log of Claims with a further meeting scheduled in the future.

The department aims to progress negotiations as expediently as possible, with the view to implement a replacement agreement from 1 January 2016.



# Learning and Development News

## E-learning – A way for the future!

In August 2014 the Learning and Development Steering Committee (L&DSC) approved an Centralised Learning Management System (CLMS) that would enable Parks and Wildlife to centralise and coordinate its current and future E-learning offerings.

The CLMS is now in its final pilot stages with a small number of E-learning courses being offered (e.g. Employee Relations and Safety's Accountable and Ethical Decision Making Course and Regulatory Training's Level 1 Authorised Officer Training Course).

The project is being made possible through an in-kind service arrangement between People Services Branch, Public Information Corporate Affairs and the Office of Information Management.

A procedure for E-learning was recently endorsed by the L&DSC and is part of the department Corporate Training Policy and Guidelines...cementing online learning as a delivery option for those responsible for providing training on the department's behalf into the future.

This is a significant step forwards for the department in terms of its future capacity to make training accessible to all staff and external personnel, especially those in remote regions, with the capacity to embrace new forms of delivery through mobile and tablet media.

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## The Growth of Accredited Training

The department's capacity to deliver accredited training to its personnel has grown significantly in 2015.

Learning and Development is working with divisions to increase their capacity to offer accredited training in consistent with the *Standards for Registered Training Organisations (RTOs) 2015*.

The Department of Parks and Wildlife's Registered Training Organisation (RTO) Scope of Registration has grown significantly in the past year. Currently there are 27 training products (made up of qualifications, accredited courses and units of competency) on scope with several more in the endorsement process.

Recent courses that are now offered as accredited training are:

- Operate and Maintain Chainsaws (AHCARB205A)
- Visitor Risk Management (AHCPGD305A)
- Four Wheel Drive Operations (FPICOT3259, FPICOT3260, FPIFGM3215)
- Air Observer (PUAFIR315B, PUAFIR401B, PUAFIR408B)

A full list of accredited training courses can be found at the Learning and Development [Registered Training Organisation page](#).

The growth of the department's RTO Scope of Registration highlights the department's continued commitment to ensuring that personnel have the skills and knowledge required to safely and effectively undertake designated roles and tasks now and into the future.

# Workforce Services news

## Update of Workforce Services policies

The Workforce Services Section has recently reviewed and updated the following policies and procedures:

- [Long service leave](#)
- [Personal leave](#)
- [Purchased leave](#)

If you have any queries, please email Tracey Rankin at [Tracey.Rankin@dpaw.wa.gov.au](mailto:Tracey.Rankin@dpaw.wa.gov.au) or your Workforce Services Officer at [PayrollA-L@dpaw.wa.gov.au](mailto:PayrollA-L@dpaw.wa.gov.au) or [PayrollM-Z@dpaw.wa.gov.au](mailto:PayrollM-Z@dpaw.wa.gov.au).

## Handy Tips – Web Kiosk



### Tip of the day - WebKiosk – Viewing team leave balances

As a manager you have access to monitor your team's current leave balance in WEB KIOSK

Once you have logged on to WEB KIOSK, this can be achieved by:

Under My Team – Select Leave and then select leave balances – This will show all available leave for your team members – Data can even be extracted to Excel (The system may be a bit slow if you have a big team).

If you need help give us a call - *Milwant Gill on 9219 9851*

The screenshot shows the top navigation bar of the WebKiosk with the Government of Western Australia logo and the text "Government of Western Australia". Below this is a dark blue navigation bar with the following menu items: "My HR", "My Team", "My Approvals", and "My Pay".

Below the navigation bar, there are two main sections:

- My Details:** A section with a "My Details" header and a "My Favourites" table. The table has a "View" dropdown, "Export" (with an Excel icon), "Add" (with a plus icon), and "Delete" (with a minus icon). The table contains one row with the description "General Timesheet".
- Team Leave Bookings:** A section with a "Team Leave Bookings" header and two sub-sections: "Summary" and "Details".

# Staff Movements

Bruce Richardson – Injury Management Coordinator - returned to role

Marja Fayomi – A/Snr Workforce Service Officer

Erin Holbeach – Workforce Service Officer – new appointee

Ryan Pendreigh – Workforce Service Officer – new appointee

Chery Ehlers – Maternity Leave

Simon Andrews – A/Injury Management Coordinator – ceased employment

Deidre Thorne – Data entry - Wages