

Training news

Major Milestone for MATES Trainee

The Mentored Aboriginal Traineeship Employment Scheme (MATES) has achieved a new milestone with trainee, Curtis Robinson being the first Yawuru Ranger Trainee to graduate from the scheme with three nationally recognised qualifications; Certificates II, III and IV in Conservation and Land Management.

Curtis began his traineeship with the department in the West Kimberley region in 2010 and has gained extensive experience in the field since that time. Fire management has been a major area of focus for Curtis and he has assisted in numerous fires throughout the state, proving to be a valuable and experienced member of the team. Curtis has also been extensively involved with maintenance and monitoring of sensitive Yawuru cultural sites.

Curtis said his career in the Department has been a highlight of his working life. "I've seen many places and met a lot of people through this job. I want thank my family and work colleges for their support. I've been a Yawuru Ranger for 5 years and looking forward to the next 5."

MATES is in its thirteenth year of operation and currently supports over 20 trainees across the state. MATES is more than ever proving to be a valuable scheme for Aboriginal people hoping to gain training and future employment within Parks and Wildlife or within the Conservation and Land Management sector. Curtis's traineeship was supported and administered by the Learning and Development section, the West Kimberley district office and Yawuru traditional owners.

Parks and Wildlife, Yawuru Traditional owners and the Shire of Broome jointly manage the Yawuru Conservation Estate in the West Kimberley region.



Photo: Curtis Robinson with Patrick Foley, who was Curtis's Workplace Trainer and Assessor and played an integral part in supporting Curtis towards successfully completing his studies.



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Learning and Development welcomes Daniel Balint

Kimberley resident, Daniel Balint has recently joined Parks and Wildlife within the Learning and Development Section as Acting Coordinator for the department's Mentored Aboriginal Traineeship Employment Scheme (MATES).

Daniel began his career in tourism establishing an award winning Kimberley expedition four wheel drive tour company that specialised in flora, fauna and history. The extended tours which pioneered partnerships between Indigenous and non-Indigenous businesses was subsequently inducted into the Australian Tourism Hall of Fame.

More recently, Daniel has been employed in marine operations as an expedition leader, vessel master and marine mammal specialist on expedition ships traversing the Kimberley coast, Papua New Guinea, Antarctica and the sub Antarctic islands with National Geographic Expeditions.

Before moving over to Parks and Wildlife, Daniel was employed with the Kimberley Training Institute (KTI) in Broome lecturing in Tourism and Maritime Studies.

In the Kimberley region, recognition of his specialised local knowledge has meant that he has been selected to lead successful historical and biological expeditions including the notable discovery of the famous buccaneer William Dampier's 17th century Australian landing sites and the discovery of the 'Diamond' Dakota DC3 aircraft shot down by Japanese bombers in 1942 along the Kimberley coast.

Daniel has extensive experience in operations and management in both terrestrial and maritime spheres with these significantly increasing the capacity of the scheme within the Kimberley region.



Update

Update of Personnel Services guidelines and procedures

Following the release of the Public Sector Commission's updated *Redeployment and Redundancy Framework*, the Personnel Services Section has updated all relevant web pages, guidelines and procedures including:

- [Redeployment and redundancy guidelines and procedures](#)
- [Procedures on voluntary severance, early termination redundancy and involuntary redundancy](#)
- [Procedures on implementing structural change](#)
- [Redeployment guide for managers](#)
- [Guide for registrable employees](#)
- [Guide for registered employees](#)

In addition, the [Breach of Public Sector Standards claims guidelines](#) and associated [procedures](#) have been reviewed and updated in accordance with current legislation and practices.

If you have any questions about any of these documents please email Tracey Rankin at Tracey.Rankin@dpaw.wa.gov.au.

New requirement to report criminal charges and convictions

The department is required to ensure that its employees are able to effectively undertake the tasks for which they are engaged. This includes acting with integrity and ensuring the safety and well-being of others. Being made aware of criminal charges or convictions incurred by employees allows the department to make informed decisions in this regard.

From 1 January 2016, current employees are therefore required to confidentially report to the Manager People Services any criminal charges or convictions they incur from this time. Employees who commence with the department after 1 January 2016 are to report any charges or convictions incurred since the date of their commencement.

It is important to understand that in many cases, no action will be taken by the department as a result of an employee declaring a criminal charge or conviction, particularly where the offence is not serious. Action may be taken only in cases where there is a link between the behaviour associated with the charge or conviction and the nature of the employment.

The department's Code of Conduct has been updated and new [Guidelines and procedures on reporting of criminal charges and convictions](#) have been developed to reflect this new requirement. Employees should refer to these documents or contact Tanya Mercer, Manager People Services Branch on (08) 9219 9856 or Tracey Rankin, Senior Project Officer on Tracey.Rankin@dpaw.wa.gov.au for more information.

Update cont'd

Update of position requirements relating to:

(1) National police checks

To facilitate the effective and safe operation of the department, from 1 January 2016 satisfactory pre-employment National Police checks will be required for appointment to relevant Parks and Wildlife positions. Positions to which National Police checks will apply include the following:

- Positions classified at Level 7 and above.
- Positions that have authorised officer status.
- Positions that have financial capacity to access funds over \$10,000.
- Positions that hold authorised access to highly secured systems.

The department is phasing in this requirement via the recruitment process. Please note that employees who are the current substantive occupants of affected positions will not be required to undergo a National Police check in order to remain in their positions.

More information is available in the department's new [National Police Check guidelines](#).

(2) Fire management activities

The department has also recently introduced the inclusion on all JDFs of a requirement related to fire management activities. Fire management activities may involve administration, research, communication and/or planning, as well as more physically demanding activities such as firefighting.

The department's [JDF template](#) has been updated to reflect the new requirements relating to both National Police checks and fire management activities. In addition, all relevant policies, guidelines and procedures have been updated, including the following:

- [Recruitment guidelines](#)
- [Job description forms guidelines](#)
- [Direct fill and subsequent appointments guidelines](#)
- [Expressions of interest guidelines](#)
- [Guidelines for selection panels](#)
- [Job applicant kit](#)

For more information please contact Tanya Mercer, Manager Personnel Services on (08) 9219 9856 or Tracey Rankin, Senior Project Officer on Tracey.Rankin@dpaw.wa.gov.au.

Update of policy and procedures on ceasing employment

The following documents relevant to ceasing employment have recently been updated to reflect current legislation and practice:

- [Ceasing employment guidelines](#)
- [Age retirement procedures](#)
- [Contract cessation procedures](#)
- [Resignation procedures](#)

For more information, contact Brad Colton, A/Manager Workforce Services on (08) 9219 9367 or Tracey Rankin, Senior Project Officer on Tracey.Rankin@dpaw.wa.gov.au.