

Diversity news

Celebrating International Day of People with Disability

International Day of People with Disability (IDPWD) is held on 3 December each year and aims to increase public awareness, understanding and acceptance of people with disability and to celebrate their achievements and contributions.



Above: Staff attending the BBQ at Kensington
Below: Some of the gardening crew from Intelife.
Left to right: Craig Abercrombie, Jamie Shiner
and Robert Guidi.



The Diversity and Access Committee held its annual BBQ at Kensington to mark the day and celebrate the contributions people with disability make to the department.

The event was open to all employees, and was attended by the Kensington gardening crew from Intelife (formally Intework) and team members from Westcare, who provide printing services to the department.

Intelife and Westcare are Australian Disability Enterprises (ADEs) which are generally not-for-profit organisations that help people with disability to join the workforce. ADEs can be contracted directly for services without the need to go through the normal tendering process.

The first IDPWD BBQ was held in 2014 and its popularity has continued to build, with over 60 staff attending the event this year.

Diversity and Access Committee executive officer Chloe Sellars said the BBQ was a fun way to celebrate the contributions made by staff with disability.

“IDPWD is a wonderful opportunity to get together, be inclusive and help break down the barriers to achieving true equity. It’s also a chance to have a chat with some of the fabulous people from Intelife and Westcare who do a great job providing gardening and printing services to the department. I would like to encourage all staff to take part in IDPWD in 2017,” she said.

Eva Farm, Matt Carter and Pariah Warren from People Services Branch volunteered to take on the job of cooking the sausages.

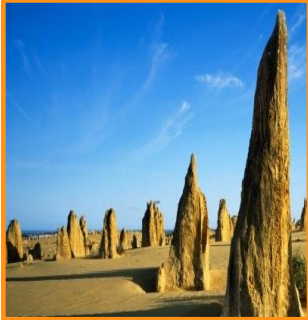
“The BBQ is a great social event and opportunity to meet some of the crews and show our appreciation for the work they carry out.” Eva said.

Parks and Wildlife are currently contracting staff through a number of registered ADE’s, including Activ who help package the *LANDSCOPE* magazine.



Above right: Paridah Warren, Eva Farm and Matt Carter working the BBQ.

Above left: Diversity and Access Committee executive officer Chloe Sellars (center) and Chaplin Steve Bradfield (second from left) with staff from Westcare. Left to right: Janel Wong, Seana McVeigh, Neil Douglas, Michael McVeigh, Justin Marshall and Shamil Rajakaruna.



Training news

Next generation of leaders step up

In October, Leticia Lorkiewicz from People Services Branch was one of 19 staff to complete the department's Aspiring Leaders Program.

Leticia has been with the department for 11 years, working in a variety of positions including district fire roles, Waste Authority webmaster and using her marketing and technical skills in the Swan Region and OIM. Leticia now works with the Learning and Development Section championing the project that resulted in the department's uptake of e-learning and a subsequent Centralised Learning Management System.

Leticia said being part of the Aspiring Leaders Program had dramatically built on the skill-set she had learnt in her years with the department, including in her leadership role with Learning and Development.

"During the course we discovered more about our personality type to create a deeper understanding of ourselves and better read the emotions of our staff and stakeholders," Leticia said.

"By identifying ways to be an effective leader, our group learnt how to harness these strengths to promote change through 'buy-in' and encourage innovation, creating a more efficient and happier workplace.

Having a mentor to revise the content with and bounce ideas off reinforced the curriculum while providing me with years of experience as I was able to learn from their mistakes and triumphs. I also gained advice on how to apply this knowledge to effectively roll-out the Centralised Learning Management System and the confidence to manage my team as Resources Unit leader in my inter-agency pre-formed team."

Leticia said that as invaluable as the course and mentor components were, she would also never forget the networks and firm friends she had made through participating in the program.

Participants of the program can continue their leadership journey by applying for supervisory, leadership, management roles, completing nationally-recognised qualifications in leadership and management, or be nominated for the Executive Leadership Development Program.

Information about the Aspiring Leaders Program is available by contacting the [Learning and Development Section](#).



Left: Aspiring Leaders program key facilitator and international leadership professional Dominic Siow (right) and program coordinator Peter Hill (left) with participants. Left to right: Sean Walsh, Matthew King, Tim Gregson, Matt Fossey, Tjokke Pieterse, Nitin Solanki, Peter Barnes, Peri Santos, Leticia Lorkiewicz, Michelle Corbellini, David Chemello, Katie MacWilliams, Corrin Everitt, Cam Youngson, Danielle Stone, Mary Butfield, Meg Porter, Bill Dempsey and Megan Flowers.

Recruitment news

Public Sector Aboriginal Traineeship Program 2016/17

Parks and Wildlife has welcomed six new trainees under the Public Sector Commission's 2016-17 Aboriginal Traineeship Program.

The employment based training initiative provides Aboriginal youth, 24 years and under, an opportunity to undertake a government traineeship in a Western Australian public sector agency.

All traineeships are fully funded to work and train in a WA Public Sector agency and work towards receiving a Certificate III in Government which is awarded upon completion of the 12 month program.

The opportunity to host a trainee was broadcast throughout the department in March and April 2016 for an October 2016 start and resulted in 11 applications being received. The department was fortunate to be allocated six trainees from the 11 applications submitted (five in the metropolitan area and one in Midwest Region).

More information about the program can be viewed on the Public Sector Commission's website at [Public Sector Commission website](#). The 2017/18 program will be broadcast in March/April 2017 and it is a simple way to support Aboriginal employment and gain assistance in your section.

Employee Relations & Safety news

Building Resilience Session

Recently a lunch and learn session on building resilience was held in Kensington. It was conducted in support of Mental Health Week which aims to raise awareness about mental health issues and was presented by the department's employee assistance provider PeopleSense.

The session was attended by approximately 50 employees and was filmed by Public Information and Corporate Affairs so regional staff could also be included.



Above: Staff attending the session at Kensington

The session explored the concept of resilience and why some people seem to have the innate ability to bounce back from adversity and hardships and continue to develop and grow. It also discussed why resilience is so important in managing a person's mental health.

To support employees' mental health the department also offers Mental Health First Aid training.

One in five Australians aged 16-85 years suffer from some form of common mental illness in any year. This course teaches adults how to assist colleagues, family and friends

who are developing a mental health problem or experiencing a mental health crisis.

First aid teaches people how to help those who are physically injured or ill, mental health first aid provides people with the skills to help those that are mentally unwell.

If you would like more information about Mental Health First Aid training or have an interest in the department holding more mental health lunchtime sessions please contact Employee Relations and Safety via email: [Employee Relations and Safety](#).

Workforce Services news

Changes to Annual Leave Accrual

Effective from 1 January 2017, a change in the way employees receive their annual leave entitlement will be made.

Currently, employees received their annual leave in advance at the beginning of each year. However from 31 December 2016 this will cease and annual leave entitlements will be accrued on a pro-rata basis on and from 1 January 2017.

This change is consistent with the provisions of the [Public Service and Government Officers General Agreement 2014](#).

Please note that employees will still be able to access and book the unearned pro-rata portion of their annual leave at any point during the calendar year in which it accrues. In these circumstances, the annual leave balance will display a negative amount. This negative leave amount will reduce as the leave is calculated and accrued for each calendar year.

It is also important to note that any employee who proceeds on annual leave in advance and then ceases duty prior to completing the required accrual service period, will still be required to refund the value of the unearned pro-rata portion of the annual leave.

For further information please contact Joana Soares, Payroll and HR Systems, People Services Branch on 9219 9785 or Joana.Soares@dpaw.wa.gov.au.

New WebKiosk function to help manage excess leave

Workforce Services Section has recently developed and implemented a new function in WebKiosk called the Excess Leave Monitor.

Employee#	Name	Position	Emp Status	Annual Leave Days	Annual Leave Excess Balance to be Cleared Days	Long Service Leave Days	Long Service Leave Next Accrual Date	Long Service Leave Excess Balance to be Cleared Days
Employee 1			PFA	52	12	0	17-May-2017	
Employee 2			PFA	40		65	20-Nov-2020	

Above: The traffic light system used in the Excess Leave Monitor

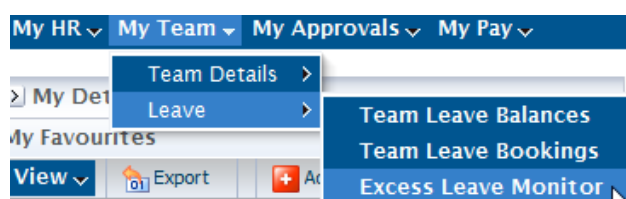
This new online tool is being rolled out to all managers and supervisors to assist with the management of leave balances across the department. It uses a 'traffic light' system to categorise employee leave according to the balance; amber indicates leave balances approaching excess and red for leave balances already in excess.

Excess leave is defined in the department's [Policy and procedure on clearance of leave](#) and in relevant awards and agreements.

The tool only reports on annual and long service leave and gives managers the ability to express leave in multiple formats and export the contents to excel for further analysis and tracking.

All supervisors and managers are encouraged to familiarise themselves with the tool and incorporate it into leave management strategies at a divisional, branch and team level.

The Excess Leave Monitor can be accessed in WebKiosk via *My Team > Leave > Excess Leave Monitor*.



Above: How to access the Excess Leave Monitor in WebKiosk

For further information contact Matt Carter on 9219 9328 or Matthew.Carter@DPaW.wa.gov.au or Joana Soares on 9219 9785 or Joana.Soares@dpaw.wa.gov.au.

Other news

New People Services Manual

People Services Branch is currently transitioning its operational policies and guidelines into an online People Services Manual. Once transitioned into the new manual, documents will be known as People Services Manual items.

Documents that are not yet transitioned will continue to be identified as policies and guidelines on the People Services homepage until they are reviewed and updated to reflect the change. They will then be republished as an 'Item' in the online Manual.

New Employee Relations and Safety item

The following People Services Manual item has recently been reviewed and updated to reflect legislative changes and current practices:

- [Public interest disclosures](#) including supporting documents on [Procedures](#) and [Conducting an investigation](#).

For more information, please contact acting manager employee relations and safety Chloe Sellars on 9219 9362 or email senior project officer Tracey Rankin at Tracey.Rankin@dpaw.wa.gov.au.

New Workforce Services Section item

The People Services Manual item on [Emergency service leave](#) has recently been reviewed and updated to reflect current processes.

For more information, please contact manager workforce services Brad Colton on 9219 9367 or email Tracey Rankin.

New Personnel Services Section items

The following People Services Manual items have recently been reviewed and updated to reflect current processes and practices:

- [Job creation and classification](#) including [Job creation and classification – Information for managers](#).
- [Creation and classification of Senior Executive Service \(SES\) and other jobs above level 8](#)
- [Commencement salaries](#).
- [Secondment](#). In addition, a new [Secondment agreement form](#) has been developed to be used when employees are seconded into, and out of, the department.

For more information, please contact manager personnel services Tanya Mercer on 9219 9856 or email Tracey Rankin.

