

CSIG *People News*



Welcome to the first 'CSIG People News' designed to keep you informed of the latest developments in people management policies and projects from People Strategies Management. Each month we will be publishing a range of articles to give you the latest on what's happening and how you will benefit.

CSIG Health and Wellbeing Strategy – Have your say!

The Defence Employees Certified Agreement (DECA) 2002-2003 introduced the concept of a Health and Well Being (HWB) Strategy for Defence civilians. Defence Workplace Relations (DWR) is developing the strategic HWB policy and pursuing a number of initiatives. However, Groups are being encouraged to initiate their own programs or activities.

Consequently, the Directorate of People Strategies Management in CSIG has commenced developing a CSIG HWB Strategy. The CSIG Strategy is aimed at outlining a number of initiatives to promote the health and wellbeing and improve the work/life balance of our employees, and we are seeking assistance. If you have any suggestions about what you would like to see in this strategy and its implementation, please contact either:

Kate Duncan (02) 6265 2995
kate.duncan@defence.gov.au OR

Manuela Reynolds (02) 6265 3029
manuela.reynolds@defence.gov.au

CSIG Intranet Welcome Program – 'Finding Your Feet'

CSIG has recently launched its Intranet Welcome Program titled 'Finding Your Feet'. The CSIG Welcome Program incorporates information tailored to recent arrivals to Defence and new starters to CSIG and their managers, and provides a wealth of information. The site aims to provide both new starters and their supervisors with the

necessary information for an effective orientation.

To locate the site, please go to the CSIG Intranet Website located at <http://intranet.defence.gov.au/csig/> and click on 'Welcome Program' listed on the left side of the screen. Please take the opportunity to browse around the site when you have the chance.

As we are continually improving our orientation program, we would appreciate any feedback on our new Intranet Welcome Program. Please contact us with your comments and suggestions.

Point of Contact:

Ellen Swavley (02) 6266 8294
Ellen.Swavley@defence.gov.au

People Strategies Website

A People Strategies website is in development, planned for launch in the next few weeks. The site will include information and resources for CSIG staff and managers and links to useful sites within Defence and other Agencies. Look out for the 'People Strategies' link on the CSIG homepage menu.

Your input as to what you would like to see on the site is welcome. Please phone or e-mail the point of contact below with your ideas.

Point of Contact:

Tiffany Blight (02) 626 56276
Tiffany.Blight@defence.gov.au

Equity and Diversity in CSIG

In May 2002, the DEPSEC CS endorsed the CSIG Equity and Diversity Policy Statement demonstrating his support of the principles outlined in the Defence Workplace Equity and Diversity Plan (WEDP) 2001-2003. The statement contains a number of requirements:

- > The inclusion of equity and diversity principles in business planning and Plans on a Page, as appropriate;
- > The provision of appropriate equity and diversity training and information for all personnel, including material that supports and promotes the Equity Adviser Network;

- > Ensuring all CSIG staff attend annual training sessions and encouraging them to demonstrate, through their behaviour, an awareness of and commitment to the principals of equity and diversity; and
- > Compliance with incident reporting requirements and prompt response and sensitivity to incidents of unacceptable behaviour.

For a look at the full policy statement please go to:
http://intranet.defence.gov.au/csig/37/4443_1.doc

To ensure all Groups adhere to the principles outlined in the WEDP, they are required to report to the Defence Equity Organisation on an annual basis, providing details of the implementation of any equity and diversity initiatives. Although CSIG has enjoyed a very good result in the annual reporting arena, there is much that can be done to improve and simplify the approach to equity and diversity issues within the Group. A number of initiatives are being developed for the CSIG Executive which, if approved, will lessen the complexity of completing the annual reporting requirements and ultimately improve efficiency.

Updates of initiatives will be provided in future editions of CSIG People News. Should you wish to make any suggestions for CSIG's future approach to equity and diversity please contact Manuela Reynolds.

Point of Contact:
Manuela Reynolds (02) 6265 3029
Manuela.Reynolds@defence.gov.au

Strategic Education for CSIG Leaders

The Directorate of People Strategies Management (DPSM – CSIG) recently consulted staff (mainly APS6(E) and above) to determine what kind of strategic capability CSIG expects of its EL2(E)s. We were very pleased to receive so many responses (106) to our survey entitled 'Determining Strategic Business Environment Education Needs in CSIG'. Thank you for your cooperation in getting so many timely responses.

The results helped us prioritise topics for inclusion in the new 12-month 'Odyssey'

Strategic Leader Development Program for potential EL2(E)s. The first intake of 16 has been working on their initial assignments this month and will attend their first workshops 4-5 September. You can read more about the Odyssey Program in the September edition of 'Inside CSIG'.

The diversity of cultures in CSIG was reflected in the responses. Whereas 'Working with customers', 'Working with our People', 'Achieving Results/Business Environment' and 'Strategic Knowledge and Thinking' were the top four concerns overall, there were clearly different priorities for different divisions, for the military, for regionally-based as opposed to Canberra staff and for different ranks.

As far as training needs for individuals are concerned, the 48 EL1(E)s felt that although these areas were important, they were least in need of additional training in 'Working with our People' and 'Customer Focus'. A more detailed report is available from People Strategies.

People Strategies is also working on a Leadership Capability Framework for CSIG. Watch this space for further developments.

Point of Contact:
Maxine Stathis (02) 6265 3080
Maxine.Stathis@defence.gov.au

CSIG Safety Management

The best asset an organisation has is its people, and CSIG is committed to ensuring that the health, safety and welfare of all its personnel are a primary focus in all its business activities.

In order to facilitate this, systems and structures are in place and are constantly enhanced to address key safety issues, and to monitor their effectiveness. Health and Safety Representatives and OHS Committees are evidence of the commitment by CSIG managers and employees working together to ensure a safe working environment for all. What active role do you play?

Point of Contact:
Sherill Lepp (02) 6266 7449
Sherill.Lepp@defence.gov.au