

DEPARTMENT OF CONSERVATION AND
LAND MANAGEMENT, WESTERN AUSTRALIA

INFORMATION STATEMENT

AS REQUIRED UNDER THE FREEDOM OF INFORMATION ACT 1992

NOVEMBER 1994

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STATEMENT OF STRUCTURE AND FUNCTIONS

Legislative basis

The Department of Conservation and Land Management (hereafter referred to as CALM) operates under the Conservation and Land Management Act 1984, as amended, and is also responsible for the implementation of the Wildlife Conservation Act 1950, as amended and the Sandalwood Act 1929.

Major functions of CALM

CALM is responsible for the management of State forests, national parks, nature reserves, conservation parks, marine parks and nature reserves, and wildlife all over the State. The general approach to management is to manage all these lands and waters in a holistic way for as many values as a particular area possesses. Management plans are being progressively developed for all lands and waters managed by CALM to guide on-ground management activities and development.

The Mission Statement for the Department of Conservation and Land Management is:

To conserve Western Australia's wildlife and manage lands and waters entrusted to the Department for the benefit of present and future generations.

Flowing from this mission statement are five objectives:

1. To protect, restore and enhance the values or resources entrusted to the Department so as to meet, as far as possible, the diverse expectations of the community.
2. To conserve indigenous plants and animals and environmental processes in natural habitats throughout the State.
3. To provide and regulate the supply of those renewable resources that the Government decides should be used, on a sustained yield basis for the satisfaction of long term social and economic needs, and in a manner that minimises impact on other values.
4. To facilitate public enjoyment of the natural attributes of public lands and waters in a manner that does not compromise conservation and other management objectives.
5. To seek a better understanding of the natural environment and to promote awareness and appreciation of its values.

The mission statement is expanded in a formal Corporate Plan that is revised from time to time. Copies of the current Corporate Plan are freely available.

Organisational structure

To achieve the objectives set out above, the Department is organised on a regional basis, with a large part of its staff of about 1300 located in rural areas around the State, close to the lands and waters they manage. A map showing CALM administrative boundaries is shown in the Annual Report.

Regional offices are responsible for all CALM functions taking place within their boundaries. Some regions are further subdivided into districts, where the workload makes this necessary.

CALM's State Headquarters is located at Australia II Drive, Crawley, with the Operations headquarters at 50 Hayman Road, Como. The Crawley office contains the Executive Director and most Directors, together with support staff. The Como office includes corporate services, such as Human Resources, Finance, and Stores procurement, together with several specialist branches, such as Environmental Protection, Fire Protection, Engineering, Land Information and Information Systems. Research stations are located at Como, Woodvale, Dwellingup, Manjimup and Busselton.

The organisational structure of the Department is something which is constantly evolving with time, as adjustments are made in response to changes in resources and responsibilities. The current (June 1994) organisational chart is shown in the 1993/94 Annual Report. Each Departmental Annual Report carries a current version of the chart.

WAYS IN WHICH THE FUNCTIONS OF CALM AFFECT MEMBERS OF THE PUBLIC

Although CALM is essentially responsible for the management of publicly owned land for the purposes specified by the legal tenure of the land, its field operations and policies can have significant effects on the community, especially in rural areas.

CALM functions which have a direct effect on members of the public include (but are not limited to) the following:

- rural wildfire protection operations;
- impact of field operations such as road construction and timber harvesting on local amenity values or local convenience;
- the provision and regulation of harvest of natural resources, and raw materials such as gravel;
- the provision of employment, especially in rural areas;
- the provision of recreation and tourism opportunities;
- conservation of rare flora or fauna on private land as well as public land;
- protection of wildlife from illegal exploitation (for example, illegal export of protected native birds);
- access to resources or markets for resources;
- requirements for licensing for some activities such as wildflower picking, apiary permits, etc.

Indirect effects of CALM functions on members of the public mainly concern the degree of satisfaction of the community with the conservation and wise management of the State's natural resources in CALM's care. These natural resources include:

- timber products;
- nectar from native plants for the production of honey;
- kangaroos;
- emus and crocodiles;
- wildflowers and botanical resources generally;
- basic raw materials (sand, gravel, stone);

- water from forested catchments;
- landscapes for visual amenity;
- recreational sites in natural areas.

ARRANGEMENTS TO ENABLE PUBLIC TO PARTICIPATE IN POLICY FORMULATION AND AGENCY FUNCTIONS

The CALM Act provides for a number of avenues for public participation in the formulation of policy and agency functions. In addition, a large number of less formal ways have evolved for constructive interaction between CALM and the community, or sections of it which are directly affected by Departmental activities.

At the statutory level, CALM has three controlling bodies, the Lands and Forests Commission, the National Parks and Nature Conservation Authority and the Forest Production Council. The membership of these bodies, which is specified in the CALM Act, provides the opportunity for members of the public to directly influence Departmental policies.

It is the normal practice for CALM district offices to publish details of their planned field operations in local newspapers, which gives local communities the opportunity to alert local CALM staff to any potential difficulties these may cause. If difficulties are identified, then local Departmental staff consult with the persons affected to try to find a solution which is satisfactory to all concerned.

The CALM Act also provides for public participation during the preparation of area management plans. Section 58 of the CALM specifies that the public has the right to comment on a draft management plan before it is approved by the Minister. The normal procedure is for a draft management plan to be made available for public comment for a period of two or three months. Public comment is evaluated and when a final plan is approved and published a Summary of Public Submissions is also published.

Section 59 of the Act also gives Shire Councils the right to comment separately on a draft plan. In addition to these statutory requirements, CALM has evolved a system of workshops and other direct public consultations during the plan preparation phase, as well after a draft plan has been released for comment, in order to gain the maximum public input.

A recent development has been the formation of "Friends of.." groups in a number of rural areas in the State. These are groups of local people who are affiliated in an informal way with a particular area of land managed by CALM. Examples are "Friends of Neerabup National Park" and "Friends of Fitzgerald River National Park", who contribute useful input to CALM planning (in the case of FFRNP) or ongoing operations (FNNP).

CALM has also encouraged the development of a cadre of volunteers who assist Departmental staff in some on-ground functions, such as visitor guides. This activity provides an informal avenue for interaction between the Department and the interested public. For example, there is a very effective group of volunteers who assist the WA Herbarium in the capture of data on the State's flora for CALM databases.

CALM regional and district staff have close contact with their local community organisations such as:

- Land Conservation District Committees, to co-ordinate land planning and management matters;
- Bush Fire Brigades and BFB Advisory Committees;
- Regional Development Committees;
- Shire Councils;
- Local conservation groups;
- Local special interest groups, such as speleological clubs, Men of the Trees, Greening Australia (WA) Inc.

In addition, CALM staff are involved in a wide variety of formal and informal interdepartmental committees to assist in the coordination of the activities of Government agencies.

DESCRIPTION OF KINDS OF DOCUMENTS HELD BY CALM

As is normal with any large organisation, CALM has a large conventional paper correspondence filing system. This system covers all Departmental offices, although a computerised file control system covers only the Como and Crawley office sites.

These files carry all the correspondence dealing with day to day operations of all facets of departmental responsibilities, ie, external correspondence in and out, departmental policies and guidelines, internal reports and notes, memos and periodic returns, employee timesheets and related matters, and employee records. The latter contain routine records of personal particulars, leave records, periodic appraisals and, occasionally, disciplinary letters.

There is also a large amount of published material aimed at informing the public about various aspects of CALM policies and about the lands and waters managed by the Department. Some of this is saleable and some (generally of a scientific nature) is free. This category includes Land Management Plans and some Issue Plans, such as those dealing with kangaroo management, popular journal publications such as *Landscape*, leaflets about particular parks or recreation areas, or newspaper style sheets such as CALM NEWS. The newspaper or journal style of publication can be obtained by application to subscription lists and the payment of any subscription and mailing costs.

The Department also maintains an extensive Library facility. However, this is organised on a decentralised basis to cater for the needs of staff on the ground and is essentially a research tool. A list of all Library stocks is held at the two main Library centres at Woodvale and Como, and all books and periodicals in the Library system may be viewed at a Library centre, but most are not available to be taken away for reasons of security. Due to the dispersed nature of the library system, it may take some time to retrieve a particular item from a field station if a request for viewing is made. The Herbarium section of the Library is essentially the daily working equipment for botanists there and its material may not always be available for inspection.

CALM maintains a large collection of digital land-related databases. These are, in the main, composed of raw primary data which are processed into temporary files that are used for particular purposes, and then deleted. The output from such activities appears as maps in management plans or in field operational maps.

At its research stations, CALM holds a large amount of research data relating to current and past research activities. Much of this is in raw form and very difficult to extract and use without considerable study and analysis.

Documents which can be purchased

CALM produces a wide variety of publications which are saleable, all of which are sold through Departmental offices, and some of which are also sold through retail outlets. Such publications include the Landscape magazine, irregular recreation guides like "Northwest Bound" and some scientific publications such as Nuytsia. A list of Departmental publications still in print is maintained at the Como office and at all regional offices. Articles which are out of print may be inspected at the Departmental Library or at the State Library.

Statutory Land Management Plans are also for sale, although generally only through CALM offices. Departmental maps are sold from any CALM office, and from some retail outlets, although their availability depends on stocks and a particular CALM rural office will only carry maps for its own area. The Como Operations Headquarters carries stocks of all plans currently in print. Again, stocks of some maps may be limited and their sale may be restricted if Departmental requirements cannot be met before a reprint is likely to be made.

Documents which are free of charge

Much of the scientific research in CALM is published in Departmental Occasional Papers, Bulletins or Research papers, and in various published journals. In the past a number of other titles have been used for such publications by CALM's predecessor organisations. It should be noted that the list of publications changes constantly as more information is published each year or some titles go out of print. Some titles may be in short supply at field offices. Where a photocopy is requested of a title which is out of print, it will be charged for at standard rates.

Many national parks and recreation areas in State forest, as well as marine parks, have free leaflets to inform visitors about site facilities and environmental protection requirements. These are available from CALM offices and at some field sites where suitable facilities exist. Some parks also produce irregular local Park Notes, to give advice to visitors about activities or about road conditions. Some regional offices also produce tabloid-style papers for informing visitors about the attractions of lands managed by CALM.

Documents which can be inspected but not taken from departmental offices

Photographs

Many Departmental photographs are irreplaceable, so their preservation is the main consideration in restricting use away from Departmental premises. In most cases, photographs can be viewed and where desired, arrangements can be made to use the material in publications or other commercial purposes, subject to agreement on a licence for use and payment of agreed fees.

Field Operations Plans

Field operations plans, which cover such operations as road construction, fuel reduction burning and timber harvesting, are by their nature temporary records. Copies are not normally made available for taking from CALM office as they are prone to change at short notice due to seasonal weather conditions, or other operational reasons, such as the need to quickly salvage trees damaged by wildfire or storm. However, they may be inspected at relevant CALM offices. Under certain circumstances copies can be made available, subject to qualification that the information cannot be guaranteed due to changing field requirements.

EXEMPT DOCUMENTS

No records in the following categories will be made available under the provisions of the Freedom of Information Act. These are in addition to those records which are specifically exempted under the Act.

Records relating to commercial activities

CALM is frequently involved in the letting of contracts for a variety of contracted operations in the field, and for the provision of various natural resources. All dealings prior to letting of a contract are commercial in confidence and will not be made available until a contract is let. However, after that time they are available.

On occasion, correspondence will be generated about proposals for potential industrial developments based on natural resources for which CALM has management responsibility. For similar reasons, no correspondence or data relating to such a proposal will be made available until the matter is finalised.

Some correspondence which relates to trade secrets or to commercially valuable information will not be made available.

Financial data

As with any Government Department, CALM maintains a complex financial management system. All records relating to the current financial year are considered confidential until the financial affairs for a year are concluded and reported to Parliament. The reason for this is that funding arrangements and costings vary greatly during a financial year, and final costings, correction of errors and sources of fund balances are not concluded until the close of the financial year.

Raw digital data

Raw digital data will not be made available to the public as it is in a form which is unintelligible without appropriate processing and interpretation. Furthermore, such databases often undergo updating and may be incomplete or of a preliminary nature awaiting proper analysis or validation. Under Section of the Act, information derived from digital databases may be made available, under a strict licence arrangement, where the form requested is one which is commonly available to Departmental staff.

Research data

Raw research data will also not be made available under FOI, especially any data relating to work not yet published. The reason for this is that until accepted for publication, the data have not been finally validated and analysed, so that text could change. In some cases the data will have been gathered under funding from some external agency, or under some joint funding arrangement, where the ownership of the data is not entirely CALM's or is not clear. Some of this material has potential for protection under patent so disclosure could disadvantage the State.

Location of rare and endangered flora

Under the Wildlife Conservation Act the location of rare and endangered flora is not disclosed in order to protect them from unscrupulous harvesting or loss.

ARRANGEMENTS FOR PUBLIC ACCESS TO DOCUMENTS

Copies of all formal publications of CALM, whether in print or out of print, are available for inspection at the Como Library Resource Centre. If a publication is to be sent by mail to an inquirer, it will normally be sent under ATP (Addressee To Pay) conditions.

Saleable publications in print are available from the front counter at the Como Operations Headquarters and at all district and regional offices. However, only the Como counter can be relied upon to carry stocks of all in print titles.

Where access to a hard copy file is requested, there are limited facilities at all district, regional and central offices for supervised perusal of documents at the front counter. A fee is charged for supervised viewing. Application must be made on the forms attached to this Information Statement. Original files or other documents may not be removed from Departmental premises, but copies of requested documents will be made available, where access is granted, at the prescribed charges.

PROCEDURES FOR FOI ACCESS

Where to lodge applications

Applications for access to information from CALM can be made at any office of the Department. However, it is preferable that application is made to the FOI Coordinator at the Como Headquarters, Mr Trevor McGill, as this will speed up handling of the application. Applications are required to be on the appropriate form, a copy of which is appended to this Statement.

All applicants are encouraged to discuss their request with CALM counter staff before submitting the application, as this may substantially reduce the time required and will ensure that the desired information is provided. Discussion may also reveal that the information is already freely available at no charge, or is covered by the exemption classifications set out above. It will also give CALM staff an opportunity to estimate any likely additional costs the application may incur. The applicant may then decide to review whether the application should proceed.

Charges for FOI

Where an application for non-personal information under FOI is received an application fee of \$30 will be required prior to acceptance of the application. Additional charges may be required if considerable staff time is required to locate the information, in accordance with the FOI Regulations. If photocopies of documents are required, then a charge will be made to cover those costs, as provided for in the Regulations. A reduction in charges is permitted for any person satisfying the requirements for an impecunious person.

Details of fees and charges are listed below. If a fee is charged, it must be paid before access is granted.

Application Fee	\$30
(personal information requires no application fee)	
Time taken to deal with the application	\$30 per hour
Supervised access time	\$30 per hour
Time spent photocopying	\$30 per hour
Photocopying per copy	0.20 per page
Time spent transcribing from a tape, or other medium	\$30 per hour

Officers to whom initial enquiries to be made

Addresses of CALM offices are given in Appendix 1.

PROCEDURES FOR AMENDING PERSONAL INFORMATION ON DOCUMENTS IN CALM

Officer to whom application should be made

All matters concerning personal information in CALM should be addressed to the Manager, Human Resources Branch, at the Como Operations Headquarters.

APPENDIX 1

Addresses of CALM Offices

Addresses of CALM Offices

Head Office

Cnr Hackett Drive & Australia II Drive
CRAWLEY 6009
☎ 09 442 0300 Fax 386 1578

State Operations Headquarters

50 Hayman Road PO Box 104
COMO 6152
☎ 09 334 0333 Fax 334 0466

Corporate Relations Division

Cygnets Hall
Hackett Drive
CRAWLEY 6009
☎ 09 389 8644 Fax 389 8296

Wildlife Research Centre

Ocean Reef Road
WOODVALE 6026
☎ 09 405 5100 Fax 306 1641

Swan

Regional Office

3044 Albany Highway
KELMSCOTT 6111
☎ 09 390 5977 Fax 390 7059

District Offices

Banksiadale Road DWELLINGUP 6213
☎ 09 538 1001 Fax 538 1203

Mundaring Weir Road MUNDARING 6073
☎ 09 295 1955 Fax 295 2404

George Street JARRAHDAL 6203
☎ 09 525 5004 Fax 525 5547

5 Dundee Road WANNEROO 6065
☎ 09 405 1222 Fax 306 1769

Coastal Waters
c/- Dept of Marine and Harbours Building
West coast Drive
HILLARYS 6025
☎ 09 448 5705 Fax 447 8713

Kimberley

Regional Office

Message Way
KUNUNURRA 6743
☎ 091 680 200 Fax 682 179

District Office

Herbert Street BROOME 6725
☎ 091 921 036 Fax 935 027

Pilbara

Regional Office

SGIO Building Welcome Road
KARRATHA 6714
☎ 091 868 288 Fax 441 118

Midwest

Regional Office

193 Marine Terrace
GERALDTON 6530
☎ 099 215 955 Fax 215 713

District Offices

Main Roads Dept Building
MOORA 6510
☎ 099 511 424 Fax 511 698

Lot 391 Thew Street
EXMOUTH 6707
☎ 099 491 676 Fax 491 580

Knight Terrace
DENHAM 6537
☎ 099 481 208 Fax 481 024

Local Office

Small Boat Harbour
CARNARVON 6701
☎ 099 411 801 Fax 411 951

Goldfields

Regional Office

Hannan Street
KALGOORLIE 6430
☎ 090 212 677 Fax 217 831

Wheatbelt

Regional and District Offices

7 Wald Street
NARROGIN 6312
☎ 098 811 444 Fax 811 645

District Offices

56 Clive Street
KATANNING 6317
☎ 098 211 296 Fax 212 633

104c Barrack Street
MERREDIN 6415
☎ 090 412 488 or 412 Fax 412 454

Central Forest

Regional Office

North Boyanup Road
BUNBURY 6230
☎ 097 254 300 Fax 254 351

District Offices

14 Queen Street BUSSELTON 6280
☎ 097 521 255 Fax 521 432

147 Wittenoom Street COLLIE 6225
☎ 097 341 988 Fax 344 539

64 Weir Road HARVEY 6220
☎ 097 291 104 Fax 291 868

South Western Highway KIRUP 6251
☎ 097 316 232 Fax 316 366

Warren Road NANNUP 6275
☎ 097 561 101 Fax 561 242

Local Office

Bussell Highway MARGARET RIVER 6285
☎ 097 572 322 Fax 572 930

Southern Forest

Regional Office and District Office

Brain Street MANJIMUP 6258
☎ 097 711 988 Fax 771 363

District Offices

Kennedy Street PEMBERTON 6260
☎ 097 761 107 Fax 761 410

South Western Highway WALPOLE 6398
☎ 098 401 207 Fax 401 251

South Coast

Regional Office and District Office

44 Serpentine Road
ALBANY 6330
☎ 098 417 133
Regional Fax 413 329 District Fax 417 105

District Offices

92 Dempster Street
ESPERANCE 6450
☎ 090 713 733 Fax 713 657

APPENDIX 2

Application Form - Freedom of Information

DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

APPLICATION FOR ACCESS TO DOCUMENTS (under Freedom of Information Act 1992, S.12)

DETAILS OF APPLICANT

Surname:

Given Names:

Australian Postal Address:

Postcode: Tel. No(s): (H)

(W)

If application is on behalf of an organisation (*name of organisation/business*):

.....
.....

DETAILS OF REQUEST

Personal documents

Non-Personal documents

(Please tick appropriate box)

I am applying for access to document(s) concerning

.....
.....
.....
.....
.....
.....
.....
.....

FORM OF ACCESS

I wish to inspect the document(s) Yes No

I require a copy of the document(s) Yes No *(Please tick appropriate box)*

I require access in another form Yes No

(specify).....
.....

FEES AND CHARGES

Attached is a cheque/cash to the amount of \$..... to cover the application fee. I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

In certain cases a reduction in fees and charges may apply - see section on fees and charges attached to this form. If you consider you are entitled to a reduction, submit a request with copies of documents which address the criteria on the back of this form and support your application for a fee reduction.

I am requesting a reduction in fees and charges Yes No (Please tick appropriate box)

APPLICANT'S SIGNATURE: Date:/...../.....

(Office Use only)

FOI Reference Number

Received on/...../.....

Deadline for response/...../.....

Acknowledgement sent on/...../.....

Proof of Identity (if applicable)

Type Sighted

NOTES

FOI Applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- The agency may request proof of your identify.
- If you are seeking access to a document(s) on behalf of another person, the agency will require authorisation, usually in writing.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- Further information can be obtained from Mr Mark Brabazon (☎ 09 442 0300) or Mr Trevor McGill (☎ 09 334 0389).
The Freedom of Information Act is available for purchase from the State Government Bookshop, 815 Hay Street, Perth (☎ 09 222 8216).

Forms of Access

You can request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript, a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of a document from which words can be reproduced in written form.

Where the agency is unable to grant access in the form requested, access may be given in a different form.

Fees and Charges

Application Fee

- The application fee as prescribed by the regulations is **\$30.00**.

Other Charges

- Applications for personal information will not attract a charge.
- Charges for dealing with the application are to be at a standard rate of **\$30.00** per hour, or pro rata for a part of an hour.
- Charges for supervising inspection of documents are to be at a standard rate of **\$30.00** per hour, or pro rata for a part of an hour.
- Charges for photocopying of a document are:
 - \$30.00** per hour or pro rata for a part of an hour of staff time
 - \$0.20** per copy
- Charges for time taken by staff transcribing information from a tape or other device are to be at a standard rate of **\$30.00** per hour, or pro rata for a part of an hour.
- Charges for duplicating a tape, film or computer information are to be the **actual cost**.
- Charges for delivery, packaging and postage will be the **actual cost**.
- If charges are to be more than **\$25.00** for the information, then the applicant must be notified in writing and be given 30 days to make their intentions known.
- Applicants claiming to be impecunious need to prove that it is in fact the case by producing verifying information as prescribed in the Regulations. If applicant can prove this then a reduction of **25%** of the charges must be made.

Lodgement of Applications

Applications may be lodged at any CALM Regional or District office or posted to State Operations Headquarters, PO Box 104, COMO 6152.