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Appointment and induction of staff

URL address: <http://calmweb.calm.wa.gov.au/drb/science/docs/guidelines/>

First impressions matter. Anon

Staff Selection

Principles

The general principles (as set out by the Public Sector Standard on Recruitment, Selection and Appointment) that govern economic, equitable, efficient and effective staff selection are as follows:

1. All employees must be afforded equal opportunities to secure promotion and advancement in their employment.
2. The processes for selecting applicants must be directed towards and based upon a proper assessment of the merit of the applicants against job-related criteria, and no others.
3. Decision making that is:
 - fair, consistent, unbiased and based only upon relevant factors;
 - open to review;
 - neither arbitrary nor capricious;
 - free from nepotism, patronage or personal favouritism; and
 - gives consideration to cost-effectiveness.
4. Application of the principles of natural justice, which require processes that ensure that employees have:
 - the right to knowledge about human resource functions as they affect them;
 - the opportunity to be heard and to query decisions; and
 - the right to reasonable avenues of redress before impartial and independent decision makers.
5. Compliance with all relevant legislation, including:
 - the Public Sector Management Act 1994;
 - the Equal Opportunity Act 1984 (the right to freedom from unlawful discrimination);
 - the Industrial Relations Act 1979;
 - the Occupational Health, Welfare and Safety Act 1984 (provision of a safe and healthy working environment).
6. The maintenance of appropriate confidentiality.

Standards

Panel Composition

A selection committee must consist of a minimum of two people, including a Convener, and be endorsed by the Director General. All members must be familiar with fair selection processes. Selection panels must have both a male and female representative when there are applicants from both genders. Where a job requires knowledge of a particular culture, a representative of that culture must be included. Refer to the document "[Guidelines for Selection Panels](#)".

Selection Process

The processes for selecting applicants must be directed towards and based upon a proper assessment of the merit of the applicants against job related criteria, and no others. All selection processes must be independent, competitive, confidential and not restrictive.

Shortlisting

Shortlisting of applicants must be carried out by the selection panel on the basis of assessing the applicants against the selection criteria set out in the JDF for the job. No other criteria may be used. All shortlisted applicants must be given the same time for preparing for any selection assessment/interview and that time must be adequate for preparation. Refer to the document "[Guidelines for Selection Panels](#)".

Referee Reports

Panels are required to undertake referee checks for any applicants found suitable and competitive. The panel has the right to contact the applicant's current supervisor. The applicant has the right to respond to the comments provided by a referee not nominated by him/herself. Referees must only be asked questions which relate directly to the selection criteria, and the applicant's merit, diligence, experience and good conduct, as well as special qualifications and aptitude for the discharge of the duties. Referees must be informed that their comments will be documented and will form part of the selection report. Referee comments must be noted and agreement given by the referee that the comments made capture the essence of what the referee has said.

Selection Report

A selection report, signed by all members of the

selection panel, and including all relevant information outlined in Section 2 of [Guidelines for Selection Panels](#) must be prepared. All job selection panels must fully detail and document reasons for their recommendations.

Recommended Applicant

The recommended applicant must satisfactorily meet, at the closing date for applicants, all the essential selection criteria, and have applied for the job before the closing time.

Feedback

Post-selection feedback, by one or more members of the selection panel, about an applicant's performance must be provided to an applicant if requested.

Record Keeping Standards

The Director General must ensure that for each vacant job that is to be filled on a substantive basis, a file is created that includes all documentation that formed part of the selection decision. All supporting documents submitted by applicants must be retained by the agency until it is advised whether there are any appeals. If there is an appeal such documentation submitted by the recommended applicant and/or the appellant(s) must form part of the appeal papers. Further details regarding the content of the advertised vacancy file can be obtained from People Services Branch at Kensington.

Filling of vacancies in Science Division is, for the time being, decided by the Science Management Team. Criteria used include a demonstrated need for further work in the work area, its priority, whether it is one of the Department of Environment and Conservation's (DEC's) minimum core functions, and whether funding is available.

Vacant positions cannot at present be advertised externally without the approval of the Director General (see [Circular 27/93](#)).

Induction of staff

Once newly appointed staff report for duty, it is essential that they are inducted in an orderly and friendly manner into the culture and purpose of DEC and the Science Division and their relevant Program, Project Team and Research Centre. Information should be given in a phased approach so as not to overload and confuse the inductee. The level of detail required in the induction is based according to category (permanent, contract, work experience, volunteer). The order of induction information may need to be varied for specific duties.

Information needs to be an appropriate mix of the particular and the general; attention needs to be given to what may appear to be trivia. The attached Induction Checklist has been amended so as to apply to Science Division staff.

New/transferred Employees are encouraged to complete the Induction package which is available on DEC's Web at

<http://calmweb.wa.gov.au/drb/csd/hrb/induction/index.html>. The Employee Information Booklet (1991), available from DEC's Library, should also be consulted for basic general information about salaries, hours of duty, leave entitlements, allowances, equal opportunities, career advancement, health and safety, workers' compensation, obligations and responsibilities, use of DEC's vehicles and equipment etc. The Public Service Staff Manual provides copious detail on many issues not covered here.

The supervisor of the inductee needs to be committed to the process of induction and ensure that all steps are completed. A poorly-managed induction reflects adversely on the Division.

The following information is to be made available to the inductee:

Conditions of employment - Officers

Officers are employed under several categories:

Research Scientists

Staff appointed as Research Scientists must have a degree or postgraduate qualifications in a field relevant to their area of work. This may include Forestry, Agricultural Science, Botany, Zoology, Environmental Science or Natural Resource Management. These staff are employed under the Professional Division of the Public Service Act, and are usually appointed at Specified Calling L1 or L2 depending on qualifications and previous experience.

Technical Staff

Technical staff may be employed under the Department of Conservation and Land Management Act field staff agreement or the General Division of the Public Sector Management Act. The policy of Science Division is that all new appointments of Technical Officers are under the Public Sector Management Act. Technical Officers are normally appointed at Level 2.

Administrative and Support Staff

Administrative and Support staff may be appointed to positions such as Administrative Officer, Clerical Officer or Computing Systems Officer. They are also employed under the Public Sector Management Act. The level of appointment is dependent on the duties and responsibilities of the position.

There are some slight differences in the awards relating to CALM's Act and Public Sector Management Act staff, particularly relating to fire duties. Copies of the relevant agreements are available for consultation.

The procedures to be followed for expense claims, leave applications etc., will be explained by the Administration Officer.

Hours of Duty

Staff outside the Perth metropolitan area operate under a 14 day three week cycle with each day being 8 hrs 2 mins. The roster must be prepared at least one month in advance. The need to re-roster should only occur where there is a genuine need such as an emergency or unforeseen work load. All staff are required to hand in a Salary Allocation Sheet and/or a Personal Record Sheet (PS55) (available from Reception) at the end of each pay period. These must be handed in as soon as they are due.

Staff at these Research Centres work under the following arrangement:

Hours of work at 7:45 am to 12:00 noon, then 12:45 to 4:32 pm. This is a 14 day per 3 week period with one rostered day off per 3 week period.

Staff in metropolitan Research Centres work under flexitime (37.5 hrs/week).

If off work through sickness, you are required to advise the office as soon as possible giving an expected date of return. Conditions relating to leave etc. are covered by the Public Sector Management Act and Regulations.

Commuted Overtime

Technical staff in the Science Division may claim for authorized overtime worked outside normal hours or for work away from their normal base. Authorization must be gained in advance. Commuted overtime is an agreed method of averaging overtime payments in some field situations to determine when one is working and not working. Commuted overtime is claimed at normal overtime rates: time and a half for the first three hours; double time for hours on Sunday and public service holidays. Staff can also take time in lieu.

Officers visiting other Department establishments

As a matter of courtesy officers are to:

- Check in with the switchboard operator or the reception desk upon arrival.
- Advise the purpose of visit, i.e. who they will be with and where.
- Check out before departing.

Officers undertaking field trips outside their normal area of operation should inform the relevant District or Region of their intentions. They should provide advice of staff participating in the trip, registration numbers of vehicles, communication arrangements, and dates of arrival and departure. Field trip advice forms are available at each Centre from the Administration section.

Conditions for the employment of staff and consultants

Employees

Three forms of employment are recognized:

1. **Casual** where people are employed for a specific task for a period of up to four weeks on an hourly rate plus a 20% loading. If there is a break of at least one day every four weeks then renewals of up to three months total are permitted. However, if a task is likely to go beyond four weeks it may be more appropriate to engage a person on a fixed term contract. No leave or overtime is payable under these arrangements but travel claims can be submitted. Payment shall be based on the hourly rate comparable with pay rates under the EBA. An overhead of 17% is paid for workers compensation and superannuation.

To employ a person on casual rates, Project Leader and Program Leader endorsement is required.

2. **Contract of Service** (fixed term employment contract) for periods of more than one month where people are under day to day supervision and paid a salary. Under this arrangement the Department is required to pay the 42% overhead for workers compensation, leave loading and superannuation. Payment and conditions for employment are based on an Enterprise Agreement.

For fixed term contract of service the position does not have to be advertised although it is often in the interests of the project to do so and where practical this is the preferred option. A JDF needs to be prepared and assessed by People Services Branch for positions over three months and Program Leader and Director approval is required. All positions over six months have to be cleared by the Office of Redeployment and must be referred by the Principal Personnel Officer.

Permanent Appointment is only to be used when funding is guaranteed and the position will be required for more than five years. Generic JDFs are available for each Level and must be used. Approvals are required from the Program Leader and the Director. People Services Branch will have to obtain the necessary clearance through the Office of Redeployment and approval from the Director General.

Payment and conditions are based on the Enterprise Agreement. All permanent appointments will be made subsequent to advertising and a full merit based selection process.

Please note: Generic JDFs are available in electronic form from the Director's office or from People Services Branch.

See attached form to be completed to seek approval to fill a position.

Contracting

Contract for Service where a **consultant** is contracted to provide a specific service and a defined outcome is produced. This person would typically not be under day to day supervision but may use DEC's facilities in some instances. The contract must be for a measurable outcome and payments based on milestones.

Casual

Casual employees are paid an hourly rate plus a 20% loading in lieu of annual leave, sick leave, long service leave and public holidays. Casual officers should not be employed for an aggregated term of more than three months. This period must include a break of employment every four weeks. i.e. Periods of up to a maximum of four weeks then a break of at least one day before being renewed. Project Leaders can approve employment of casuals for up to one month and longer term employment must be approved by the Program Leader and the Director Science Division.

Casual employees are paid through the Concept System by People Services Branch at Kensington.

A list of duties is to be prepared and this is to be compared to an equivalent Enterprise Bargaining Agreement Classification (level) to determine the pay rate. Pay rates can be located on the [People Services web site](#). Salary overheads of 17% for casual employees and 42% for full time staff will be charged to the account for workers compensation and superannuation. Casuals are paid by the hour and do not receive overtime rates but are entitled to claim travel allowances under the Enterprise Agreement.

The following forms are required to be completed and signed:-

- **Offer of employment letter:** states terms of employment, start and finish dates, hourly rate of pay, allowances if any, source of funding, job description and signatures of both parties. Refer attachment 1.
- **New position details form:** details start and finish dates, funding, classification, allowances etc. Refer attachment 2.
- **New/transferred employees details form:** includes personal details, banking details and emergency contact. Refer attachment 3.
- **Employment (taxation) declaration form:** Refer attachment 4.
- A **wages timesheet** is to be completed fortnightly with the total hours worked each day. The timesheet needs to be signed by the supervising scientist and forwarded to People Services Branch, Kensington for payment.

Refer attachment 5. A copy should be retained.

Contract of service or fixed term employment contract

Fixed term employment contracts for three months or over.

A contract of service (fixed term employment contract) for six months or more is subject to clearance through redeployment. There is a 42% Salary Overhead for workers compensation, leave loading and superannuation.

Employment must be done in consultation with People Services and the following procedures are a guide:

1. A description of the duties is to be prepared and the position classified by comparing these duties to similar levels. DEC's Science Division has determined that a JDF be prepared for all fixed term employment. (Generic JDFs are available in electronic form from the Director's office or People Services Branch). Complete a Direct Fill form, available at <http://calmweb.calm.wa.gov.au/dr/csd/hrb/forms.html>.
2. A clearance through the Office of Redeployment will be arranged through People Services.
3. The following information need to be provided:
 - a brief explanation as to why position should be created e.g. to undertake a new function, or deal with an increase in work volume.
 - summary of key responsibilities.
 - justification for the proposed classification, e.g. similar duties undertaken by positions classified at the same level.
 - details of comparative positions (if any) and an explanation as to why the comparisons are valid.
 - period of employment, full-time or part-time.
 - details of the source of funding.
 - an indication as to whether or not the position should be advertised, and if so, whether there are likely to be any strong internal applicants.
 - any other matter deemed to be pertinent.
4. Program Leader and Director approval is required.
5. The JDF form and other relevant information are then forwarded to the Senior Personnel Officer.
6. The position is created and entered in the Concept People Services Information System.

For assistance in the preparation of JDFs please contact the People Services Branch at Kensington.

Permanent Appointment

Permanent Appointment is only to be used when

funding is guaranteed and the position will be required for more than five years. Authorization to advertise on this basis is needed from the Program Leader, the Director Science Division as well as clearance from the Director General. A JDF is necessary and the position must be advertised.

Employment must be done in consultation with People Services Branch and the following procedures are a guide:

7. A description of the duties is to be prepared and the position classified by comparing these duties to similar levels. A JDF is necessary for all permanent appointments (generic JDFs are available in electronic form from the Director's office or People Services Branch).
8. An employment form is to be completed and forwarded to the Program Leader and the Director Science Division for approval.
9. The employment form and relevant information is forwarded to the Senior Personnel Officer, People Services Branch by the Director Science Division's office.
10. A clearance through the Office of Redeployment will be arranged through People Services Branch.
11. The new position must be advertised and People Services Branch will manage this process.
12. Interviews are held with a selection panel (minimum of three persons on panel). Refer to website for more information.

Contact the Manager People Services Branch for advice on advertising positions, the selection process and compliance with Public Sector Standards. The People Services Branch home page contains further information (<http://calmweb.wa.gov.au/drb/csd/hrb/index.html>).

Contract for Service (engagement of consultant) Brief

This is an overview of the process for engaging a consultant with special emphasis on the requirements for DEC's Science Division but it is not intended to be a complete set of instructions. The process should be done in consultation with the Supply Liaison Officer (usually the Administrative Assistant) and reference made to sections 4 to 7 of DEC's Supply Procedures Manual.

The first test is to determine if the project work required is a consultancy or a fixed term employment. If there is a need to continuously supervise, direct, dominate and control, what, when and how a project is done, and to be accountable for the output of that project, then it is appropriate to use fixed term employment (Contract of Service) rather than a consultancy (Contract for Service).

The term hiring or employing is not to be used in a consultancy and all references to the consultant must be by engaging/engagement.

A Contract for Service should specify the results to be achieved, costs, conditions, copyright ownership, confidentiality, methodology used and timeframe.

Payments are to be based on milestones (interim report, collection of field data, data input, etc.) and the contract must have a measurable outcome (e.g. report, database, etc.).

The Consultant must trade under a registered business.

DEC's Science Division has the following delegated authority to enter into contracts:

Program Leader	Up to \$500,000
Director	\$1,000,000

When considering the method of procuring a consultancy the total cost of the contract including likely extensions must be calculated.

Contracts for up to \$5,000

Minimum of a single verbal quotation is required and the successful contractor shall be awarded the contract based on a value for money decision.

Program Leaders are to approve the recommendation before the contract is signed by the Project Leader.

Contracts between \$5,000 and \$20,000

Verbal quotes from sufficient number of suppliers (between 2-5) is required and recorded on a verbal quotation form.

There are no standard engagement letters or DEC general conditions so you must be clear about the terms of the service and that any special conditions of contract are stipulated. These conditions could include the use of vehicle, accommodation, use of Research facilities and equipment, copyright and ownership.

DEC's Science Division consultancies generally are Quality Assurance Type 4, which requires that a Consultant have a Degree in an appropriate field of science or be a member of a professional body or institution.

It is recommended that an invitation to quote be displayed on the Public Notice Board of Universities and other relevant organisations. Advertising in a newspaper is not required but is recommended where possible and practical.

The information provided to consultants must be identical and the evaluation must be based on the selection criteria stated on the 'Request for Quotation Document'.

Program Leaders are to approve the recommendation before the contract is signed.

Contracts over \$20,000

Liaise with the DEC DFT representative at Kensington or a DTF Regional Buying Centre for services over \$20,000.

DTF must pre-endorse all draft request for quotation (RFQ) and request for tender (RFT) documents for proposed purchases greater than \$20,000 before being forwarded to potential respondents. DTF must also endorse all evaluation reports for purchases greater than \$20,000 before the contract is awarded. DTF staff can offer general advice on purchasing matters.

For further information contact the Supply Coordinator by Ph: 9334 0118 or Supply Manager by Ph: 9334 0266 or fax 9334 0280.

Safety

Departmental Safety Policy

Your safety and health is of prime importance to DEC. (See also Science Division Guideline No. 2 on the Science Division website).

DEC will do everything reasonable within its power to ensure that you work safely at all times. However this does not in any way reduce your responsibility to yourself and your fellow workers to ensure that you do everything possible to minimize danger and accidents at work.

DEC's Safety and Occupational Health Policy ([Policy Statement No 60](#)) and the Occupational Safety and Health Act 1984 are available from Administration. Under the Act, both DEC and the employee have a duty of care to ensure that safe working practices are followed at all times.

The following section regarding the Occupational Health, Safety and Welfare Act must be read and understood.

It is essential that each day you record your daily movements on the Research Centre's disposition board.

Field Trip Advice

Field trip advice forms are to be filled out by all staff travelling out of the metropolitan area, even on day trips. It is essential that your intended destination for field work, district contact, emergency contact details and estimated time of arrival back at the Research Centre are recorded on the appropriate form. This form is to be faxed to the district. If you are by yourself and are injured in an accident, DEC staff will know where to begin to look for you.

The Manager/Supervisor's approval is required for working alone in the field. A Field Trip Advice form is to be used and scheduled calls to be arranged using DEC staff rather than family.

Working in Remote Areas

Staff should avoid working in the field alone. If this is unavoidable, then regular (twice daily) communications must be established with the base Research Centre or with other staff working in the area.

Duties of Employees

The duties of employees are set out in Section 20 of the OHSW Act.

The basic principle is that the employees must take reasonable care for their own safety and for the safety of others. The duty of care is applicable to all persons who are in law "employees". By definition this includes a person who is under a contract of employment or apprenticeship. As such, the duty applies to senior management just as much to production, maintenance, clerical and other staff.

In addition, employees must not wilfully or recklessly interfere with or misuse safety equipment that is provided. They must not wilfully put at risk the health and safety of others.

Late ETAs should be advised via radio or prior arrangements should be made with another staff member for phone contact before a designated time to confirm safe return.

The following is the text (Section 20(1) to 20(3) of the Duties of Employees from the Act:

- 20 (1) An employee shall take reasonable care:-
- a) to ensure his/her own health and safety at work; and
 - b) to avoid adversely affecting the health or safety of any other person through any act or omission at work.
- 20 (2) Without limiting the generality of subsection (1), an employee contravenes that subsection if he:
- a) fails to comply, so far as he is reasonably able, with instruction given by his employer for his own health or safety or for the health or safety of other persons.
 - b) fails to use such protective clothing and equipment as is provided, or provided for, by his employer as mentioned in 19 (a)(d) in a manner in which he has been properly instructed to use it.
 - c) misuses or damages any equipment provided in the interests of health, safety or welfare; or
 - i) any situation at the workplace that he has reason to believe could constitute a hazard to any person and he cannot himself correct; or
 - ii) any injury or harm to health of which he is aware that arises in the course of, or in connection with, his work.
- 20 (3) Any employee shall co-operate with his employer in the carrying out by his employer of the obligations imposed on him under this act.

Refusal by Employees to do certain work

The Act provides that any employee, where he or she has reasonable grounds to believe that to continue to work would expose them to risk of imminent and serious injury or harm to their health, has the right to refuse to do that work.

This is not new. It is the common law right of all working individuals in this country to cease work where their health or safety is being jeopardized.

Where this has occurred employees may be given other work to do until the problem is fixed and are generally entitled to the same pay and benefits they would have received if they had continued to do their normal work.

Where there is a dispute as to this entitlement (pay and benefits) the matter may be referred to the Industrial Relations Commission by any party to the dispute.

Safety Equipment

Most safety equipment is on free personal issue. You are responsible for such equipment and in the event of failure to fulfil your responsibilities you may be required to reimburse DEC.

Safety Boots (Leather and Rubber) and Rainwear

Safety boots (steel capped) should be worn at all times in the field, apart from obvious exceptions involving aquatic activities, where there is risk of damage to feet. Rubber boots must also be steel capped.

Administration can give further details regarding purchase of safety footwear, subsidies etc.

Safety Helmets

Safety Helmets must be worn at all times when working in the field under an overhead canopy (free personal issue). Helmets should be replaced after 3 years' use. The helmet harness requires replacement after 2 years.

Driver Awareness

You need to be aware of the types of road that will be driven on and the capabilities and suitability of the vehicle driven. If the vehicle is 4WD, engage 4WD at all times when driving off the bitumen. Depending on the type of driving to be taken, a 'driver awareness course' and '4WD' course will need to be attended as soon as possible.

Chainsaw Chaps

These are available from the stores and must be worn when a chainsaw is used.

Eye, Ear and Hand Protection

Appropriate equipment is available on free personal issue from the OSH Team Leader.

Prescription Eye Protection

See Administration for details on how to receive refund for lens hardening.

Other Safety Equipment

Other equipment is available as and when required:

Goggles, glasses (clear), glasses (shaded), ear muffs, ear plugs, respirators, gloves (canvas, leather and rubber), leg chaps for chainsaw work, face shields, PVC aprons for chemical mixing.

You are required to wear cotton overalls or long trousers and long sleeved shirts of a non-flammable material when engaged in fire research or suppression activities.

Skin Protection

Broad-brimmed hats, shirts and appropriate sunscreen must be worn when there is a risk of skin damage from exposure to sunlight.

Safety procedures

Safety Co-ordinator

All Centres have appointed an OSH Team Leader to help coordinate the safety and health program, and to liaise with DEC's Risk Management Section at Kensington. The responsibilities of the OSH team leader include authorizing Job Safety Analysis, overseeing accident investigations and maintaining a safety filing system for the Centre.

Science Division OSH Team Leaders are based at Woodvale – S Grose and J Angus; Kensington – S McArthur; Manjimup – G Liddelow; WA Herbarium – Phil Spencer; the OSH Team Leader at Kensington HO – A Peck.

Reporting Accidents

All accidents and "near miss" incidents are to be reported to your supervisor *and* recorded on a "First Aid Treatment Slip". Completed First Aid Treatment Slips are submitted promptly to the OSH Team Leader.

The First Aid treatment slip book is located in the office First Aid kit. The importance of completing the form cannot be over emphasized as it is the first recording of an incident and therefore extremely important for the claiming of workers compensation, especially with injuries that do not need immediate medical attention but which may deteriorate.

First Aid Kits

First Aid Kits are carried in every vehicle and are for treatment until the patient can receive professional medical attention. Replacement

contents for First Aid Kits as listed inside the lid are available from the OSH Team Leader. Stocks should be replenished as soon after use as possible. Some packs have expiry dates (e.g. eye wash). These should be strictly observed. A two-monthly inspection of First Aid Kits is the responsibility of the vehicle custodian or office/laboratory Supervisor. The inspection form is to be submitted to the OSH Team Leader.

Light Duties

Light duties forms are available from Administration for completion by doctors and indicate the light duties available and thus provide an alternative to time off work. They should be used whenever an officer is only partially fit for work.

Job Safety

Before carrying out any job or task consider its safety aspects. If in doubt discuss with your Supervisor or Centre OSH Team Leader. Job Safety Prescriptions and Job Safety Analysis (JSA's) must be completed prior to any tasks to be undertaken.. A Job Prescription should detail all safety requirements. After approval by the Supervisor and before commencement of the job it must be gone through with all staff involved in the task.

Any job which will require the use of hazardous equipment (i.e. chainsaw, chemicals, machinery etc.) must have a job safety analysis completed prior to the job commencing (circular 19/1/87). For further information, see your local OSH Team Leader.

Use of Hazardous Equipment

You may not use a DEC chainsaw unless you have received formal FITS training in its use. Accreditation for chainsaw use is the responsibility of the Forest Industries Training Scheme, and is available at various levels according to the requirements of the work. Courses are available for basic chainsaw operation, and for felling hardwood or softwood trees of various categories. Requirements also exist for other hazardous equipment (e.g. firearms, 1080 baiting).

Staff required to use firearms in the course of their work must be accredited for the appropriate class of weapon and be listed on the Corporate Firearms Licence. These staff will be issued with a Licence Card. Firearms must not be transported or handled by unlicensed staff. A detailed register of firearms and ammunition is maintained and must be kept up to date. Consult the OSH Team Leader or the Corporate Firearms Officer.

Hazard Reports

Any situation or condition likely to contribute to an accident that cannot be corrected immediately is to be reported on a Hazard Report Form. Forms are

available from Administration. Completed forms must be handed to the OSH Team Leader as soon as possible.

Safety statistics

Work Injury Categories

Work injuries are divided into three categories for statistical recording/statistical purposes.

Lost Time Incident (LTI) - a work injury which results in death or inability to work for at least one full day or shift any time after the day or shift on which the injury occurred.

Medical Treatment Incident (MTI) - a work injury requiring treatment by a medical practitioner and which is beyond the scope of normal first-aid.

Minor Injury - a work injury which does not involve lost time or treatment by a medical practitioner. It may or may not involve first-aid treatment.

Near Miss Accident - any work incident which could have involved injury to persons or damage to property. (Hernias and back injuries are subject to special assessment procedures - refer to your local OSH Team Leader).

Progress in the elimination of work injuries is expressed in terms of a Frequency Rate. This is based on a number of LTI's and is calculated as:

$$\frac{\text{number of lost time incidents} \times 1 \text{ million}}{\text{person hours exposure}}$$

e.g. 3 LTIs in past 12 months with 40,000 hr exposure

$$= 3 \times 10^6 / 40,000 = FR 75.$$

Safety Steering Committee

Safety Committee meetings are held regularly in all Centres. All matters relating to safety are discussed at these meetings. If you have matters you wish raised, advise the OSH Team Leader.

Accident Investigation

All accidents are subject to investigation. The "systems approach" is used in such investigations. The basic purpose of such an investigation is not to apportion blame, but to determine the causes of accidents and so far as possible prevent recurrence.

Several forms must also be completed for insurance purposes immediately after the accident.

Accidents / Incidents Likely To Involve Legal Action

Against/by third parties - consult with your OSH Team Leader / Administration Officer.

Loss Or Damage To Clothing Or Personal Effects

Refer to Head Office letter July 28, 1980. H.O. file 350/44. See Administration Officer.

Annual performance

Each year you will be subject to a performance appraisal and career development interview by your supervisor (EPDP – Employee Personal Development Plan). (Refer to Science Division Guideline No. 3).

Clothing

All employees are requested to wear appropriate clothing for the work undertaken (i.e. Personal protective Equipment (PPE) when necessary). Certain clothing is available to Forest Act staff at a subsidized rate. Department uniforms are available ([Staff Apparel](#)).

Confidentiality

All staff have a duty of confidentiality and fidelity to their employer (Admin. Instruction 711). Leaking of confidential information is unlawful, unconscionable and pusillanimous. If you have a concern about any matter, you should feel free to discuss it first and in confidence with your Project Leader or Program Leader. If you are not satisfied with the result, make an appointment with the Director of the Science Division.

If, during fieldwork, you come across an example of apparent mismanagement by a Region, the appropriate response is to contact your Program Leader. The Program Leader will then ensure that the matter is raised in a sensitive manner with the Regional Manager.

Use of internet

See *Policy for Acceptable Use of Internet and Email* accessible on DEC's web site at <http://calmweb.calm.wa.gov.au/drbc/dsd/hrb/flash-index.html>.

Intellectual property

See the Public Sector Intellectual Property Management Policy at <http://calmweb.calm.wa.gov.au/drbc/dsd/hrb/flash-index.html>.

Corporate credit card

Corporate credit cards and local purchase orders are restricted to the purchases of goods and services up to a line-item value of \$1,000 or \$5,000 with approval from your Supervisor. As long as correct procedures for purchasing are followed, you can purchase up to your limit of the

card. (Also see [Corporate Card](#)).

Dieback risk area

You will need to ensure that any proposed entry into DRA is covered by a permit issued by the relevant District Office. All conditions pertaining to that permit must be fully observed. If in doubt, ask.

Equal Opportunity Act

DEC is an equal opportunity employer and as such enforces the Equal Opportunity Act (EO) Act (<http://calmweb.calm.wa.gov.au/drbc/dsd/hrb/daa/eo-legislation.html>).

The EO Act makes it unlawful to discriminate against people because of their race, sex, marital status, pregnancy, political conviction, religious conviction or impairment. The EO Act also makes it unlawful to discriminate against people in the area of employment, education, provision of goods, services and facilities, access to places and vehicles, clubs, application forms. Further the EO Act makes it unlawful to sexually harass an employee, co-worker, student or tenant, discriminate in advertisements, or victimize a person who makes a complaint under the Act.

Should you feel you have been discriminated against or harassed you should make it very clear right from the start that this behaviour offends you. If the unwelcome behaviour continues, do not hesitate to ask for help. All enquiries will be treated with the utmost confidentiality and need not lead to a formal complaint.

Your local EO control officer is available to deal with a grievance.

If at all possible, grievances should be dealt with at a local level; however if this is not possible, then you should take the necessary steps to resolve the problem.

Vicarious liability

Section 61 of the Act makes employers liable for discriminating acts (vicarious liability) by their employees or agents, unless all "reasonable steps" to prevent such acts have been taken.

Expense reimbursement

Details of expenses that may be claimed are listed in the Public Services Miscellaneous Allowances Award. A copy may be borrowed from the Administration Officer.

Prior approval of your supervisor is required for visits to other locations involving an overnight stay.

Financial management

It is essential that approved budgets are not overspent. You should liaise with your Project Leader and Financial Control Officer.

Freedom of Information

DEC is committed to comply fully with the FOI Act 1992. It is obviously in all scientists' interests to see that their work is published and publicly available. It is the Department's view (refer to the DEC's [Freedom of Information Data](#) and DEC's FOI Guidelines December 1993) that raw data (including draft manuscripts) are not subject to FOI. However, the established convention of personal exchange of information (both pre- and post publication peer review) between scientists is encouraged.

Job prescriptions

Complex jobs require the completion of a Job Prescription Form, which after approval by the Supervisor and before commencement of the job must be gone through with all the staff involved in the task. Some jobs may also require a Job Safety Analysis and this can be requested by anyone involved in the job if they deem a safety aspect has not been adequately dealt with.

Library

Science Division operates three library collections based at [Kensington](#), the [WA Herbarium](#) and [Woodvale](#).

DEC subscribes to a large number of journals to which all officers have access. These journals are available for circulation. A complete list of available journals is held by each librarian, who will also advise about computerized searches of the literature.

Mail and filing

Original correspondence relating to DEC's matters must not be held on personal files. Envelopes marked "Confidential" or "Personal" will be delivered unopened to the addressee.

Maps

DEC's maps (scale 1:50 000) can be purchased from [IMB](#).

Mileage claims (Private vehicle claims)

Special permission is required for payment for use of private vehicles on DEC business. Written applications are subject to approval of the Director of Science Division and it must be clearly shown that a DEC vehicle is not available.

Plot register

It is important that relevant District/Regional Managers are advised of the location of permanent

research plots. This will help ensure that plots are not inadvertently burned or damaged by District operations.

Field work

All staff working undertaking field work must complete a Field Trip Advice Form and send to the relevant District or Regional Office. When undertaking field work all staff must take a radio, satellite phone or mobile phone, and make scheduled calls to their Research Centre base daily.

Mobile phones

See DEC's [Circular11/96](#).

Recoupable works

See DEC's [Circular 1/97](#).

Science Project Plans (SPPs)

Before a research project can be undertaken a Science Concept Plan must be written and submitted for approval by the Science Management Team. Once approved (see Science Division Guideline No. 7), a Science Project Plan is to be prepared.

Security

Should you have need for access to the Research Centre outside normal working hours, a key is issued.

It is important that you look after all departmental property and equipment. All losses or damage must be reported immediately to Administration.

Smoking

Smoking is not permitted within any Research Centre building or DEC vehicle.

Stores

Any officer may order equipment/stores. Officers are issued with a Corporate Credit Card - this allows the purchase of goods either in person or over the phone. The majority of purchases are to be done this way. When using the Corporate Credit Card, the yellow slip must be stapled to the docket at the time of purchase and the appropriate fund number recorded on the yellow slip. This documentation must then be lodged promptly with the relevant Administrative Officer.

Tea and coffee service

All staff using this service are required to pay for all consumables. Provision is made for visitors. The Clerical Officer will give you details of how the

system of payment is made.

Telephones

Most Research Centre Managers receive a regular summary of use made of each telephone extension. You will be asked to explain any anomalous usage of your phone extension. Please keep personal calls to a minimum. Personal STD calls are not permitted.

Vehicles and equipment, use of

All DEC's vehicles are supplied by Commonwealth Fleet Lease through the Plant Administration Officer. We pay a hire charge based on kilometres travelled and an "on site" hire charge.

Research vehicles may be allocated to individual officers for the purpose of ensuring that they are well looked after and fuel/distance are accounted for.

DEC vehicles and equipment may only be used for purposes connected with the work of DEC and by approved personnel (no hitchhikers). If required, driving ability will also be appraised.

Vehicles may only be taken home overnight when you return to your Research Centre too late to park it in the usual place or it is required for an early start the following morning. Your supervisor must be informed in advance.

All damage to vehicles must be reported immediately to the OSH Team Leader, who will advise on the report forms to be completed.

It is the responsibility of the driver to check water, oil, tyre pressure, fuel, spare tyre, first aid kit and contents, before using the vehicle.

Usage of vehicles and fuel received is recorded daily in a Vehicle Running Book. There is a book in each vehicle. These returns are submitted monthly to the Plant Administration Officer. Detailed instruction on how to complete this return is available from Administration.

Fuel Cards

Where Cards are used to purchase fuel, the dockets must be handed in promptly to your cost centre Administrative Officer, as they are required for processing. Ensure that the docket indicates the odometer reading at time of purchase.

Kangaroo Damage

In past years there have been accidents due to vehicles being on the road early in the morning and late evening. You will need to exercise great care and drive at reduced speed at such peak danger times.

The controlled version of this document is on the DEC web. Previously printed versions of this document may not be current. This document was last amended in August 2009 and can be located at the following URL address:
<http://calmweb.calm.wa.gov.au/drb/science/docs/guidelines/>

DEPARTMENT OF ENVIRONMENT AND CONSERVATION

Science Division

Welcome to the Department of Environment and Conservation

The following basic information is provided to help you settle into your new job. More detailed information will be provided through the Induction Checklist (see over), the Department of Environment and Conservation's (DEC's) induction package which is available at http://calmweb.wa.gov.au/drbc/dsd/hrb/induction/index.html, and the Employee Information Booklet (1991).

- Surname First Name Date of Birth
• Your Research Centre is
• Your Program is
• Your Program Leader is
• Your Project Team/Leader is
• Your Research Centre Manager is.....
• Your Supervisor is
• Your OSH Team Leader is
• Your commencement rate of pay is \$..... gross per fortnight.
• You will be paid every fortnight commencing on by direct deposit into the bank or credit society account of your choice (a pay-slip will be forward to you prior to each pay day unless you request use of WebKiosk, in which case no payslip is issued).
• You are employed by DEC's Enterprise Bargaining Agreement. A copy is available for you to read on People Services Web Site.
• If you are sick and cannot come to work advise as soon as possible in the morning. The telephone number to ring is
• You will be issued with (and will therefore be responsible for) the following equipment:
.....
.....
.....
.....

Items will have to returned if you are transferred or employment cease.

- If you have any queries, problems, requests, suggestions or complaints your supervisor will assist you - please do not hesitate to ask.

Induction checklist – Science Division

Salaries and wages staff

NOTE: When induction has been completed, please forward induction checklist to your Program Leader.

ACTIVITY OR SUBJECT	Officer Responsible for	Before or on Day 1	Week 1	Week 2	Week 3
<p>Preliminary</p> <p>Organize desk/phone, list of Research Centre telephone extensions.</p> <p>Introduction to Supervisor, Research Centre Manager, Project Leader and Program Leader and employees to be supervised.</p> <p>Introduction to other staff members.</p> <p>DEC's Induction package (available on DEC's Web) and Employee Information Booklet (loan).</p> <p>Personal</p> <p>Home address and phone number.</p> <p>Driver's licence (class, conditions) – proof required.</p> <p>Identification of disabilities relevant to employment or work location.</p> <p>Payment of wages (bank a/c, deductions) (People Services Branch will organize payment for salaried staff only.)</p> <p>Work Location</p> <p>Car parking facilities.</p> <p>Notice boards.</p> <p>Plan of work location (facilities, sections, workshops, store, canteen, toilets, showers, rest room).</p> <p>Security arrangements for building and DEC property.</p> <p>Tea and coffee facilities (location, operation, payment, time).</p> <p>Social and sporting facilities.</p> <p>Office Procedures</p> <p>Avenues for raising queries or complaints.</p> <p>Staff meetings.</p>					

ACTIVITY OR SUBJECT	Officer Responsible for	Before or on Day 1	Week 1	Week 2	Week 3
Internal office reporting relationships.					
Distribution of mail/files (inward and outward).					
Word-processing procedures.					
Hours of duty (flexi-time, fixed hours, RDO, etc.).					
Procedure for temporary absence from office.					
Procedures for field trips.					
Telephone, photocopier, stationery and other office equipment.					
Access to DEC's Science Division Staff Guidelines, DEC's Circulars, Administrative Instructions, Policy Statements and Public Sector Notices (InterSector).					
Petty Cash.					
Radio call sign issued (contact your Administration Officer)					
Occupational Information					
DEC's Strategic Plan, Science Division's Strategic Plan, DEC's Regions and Science Division's Guideline No. 1.					
Duty Statement (JDF).					
Main responsibilities and duties.					
Promotional prospects.					
DEC contacts (relevant to duties of the position).					
Radio communication (use & restrictions, procedure, local channel and callsign).					
Dieback hygiene.					
Vehicles/plant (fuel, running book, service and maintenance, security, wash down, cleanliness).					
Housing (availability, quality, rent).					
Clothing or uniforms (issue and subsidized purchase of).					
Union Representative (introduction to or identification of).					

ACTIVITY OR SUBJECT	Officer Responsible for	Before or on Day 1	Week 1	Week 2	Week 3
Courses to be Attended					
First Aid.					
Safety.					
Driver awareness.					
4WD.					
Health and Safety					
Occupational Health, Safety and welfare Act – Employee's duty of care.					
Introduction to Safety Officer or Safety representative.					
Safety rules of immediate relevance.					
Safety meetings.					
Reporting safety matters or hazards.					
Protective clothing/equipment to be issued. Compulsory protective equipment.					
Location and use of fire extinguishers (Action after use).					
First Aid	<ul style="list-style-type: none"> - First Aider and location of First Aid Kit. 				
	<ul style="list-style-type: none"> - First Aid slips. 				
	<ul style="list-style-type: none"> - Procedures for reporting accidents. 				
	<ul style="list-style-type: none"> - Chemical users manual and first aid. 				
Emergencies	<ul style="list-style-type: none"> - Procedures for fires and other emergencies. 				
	<ul style="list-style-type: none"> - Evacuation of building. 				
	<ul style="list-style-type: none"> - Calling for ambulance and doctor 				
Section Induction					
Abbreviations and acronyms commonly used.					

Checklist acknowledgement

(To be signed within 3 weeks of commencement)

NAME

SIGNATURE

DATE

.....

All induction for which I have been nominated as the responsible officer has been thoroughly carried out.

.....

NEW / TRANSFERRED EMPLOYEE

I have read and understood (or have asked for clarification where necessary) all information included in Staff Guideline No. 1 and the Induction Checklist.

.....

NAME

SIGNATURE

DATE

Signature of Program Leader