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Department of Biodiversity,
Conservation and Attractions

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Debriefing of staff about to separate from the Division

"Abiit, excessit, evasit, erupit" Marcus Tullius Cicero (106-43 BC)

[S/he departed, withdrew, rushed off, broke away]

Staff who resign (or retire) from the Department of Environment and Conservation (DEC) are generally expected to provide four weeks' notice. This notice should be conveyed in writing to the supervisor, with a copy to the Program Leader and to the Director of the Division. The Director's copy will be forwarded to People Services Branch.

This notice should trigger the following events:

1. The Program Leader will advise the three Librarians, who will provide a list of borrowed books etc. to the officer and Program Leader. These books are to be returned to the Librarian at least one week prior to departure.
2. The officer will provide the Program Leader with a comprehensive directory of data held (electronic, hand-written, specimens, or in other form), two weeks prior to departure.
3. The officer will provide the Program Leader with a summary of the status of existing Science Project Plans and of papers in press, drafted, or planned to be written, one week prior to departure.

All books and equipment purchased using Departmental funds and data collected are the property of the Department and must remain with the Department.

4. The Program Leader and Research Centre Manager are to decide on the future allocation of office space, technical support staff, computer, vehicle, mobile phone, maps, corporate card, safety equipment, field equipment etc.
5. The Program Leader will arrange a brief exit interview close to departure.
DEC's [Exit Interview Questionnaire](#) is to be completed by salaried employees during this meeting. It is important that both positive and negative assessments of the employee's period of work in DEC are discussed in a constructive manner.
6. Keys should be handed to the Research Centre Manager on the final day.

This Guideline is intended to apply to all staff, whether permanent or temporary.

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/>