

LIBRARY


Department of Biodiversity,
Conservation and Attractions

This PDF has been created for digital preservation. It may be used for research but is not suitable for other purposes. It may be superseded by a more current version or just be out-of-date and have no relevance to current situations.

Employee information booklet



Department of
Environment and Conservation

Our environment, our future 

Welcome

Welcome to the Department of Environment and Conservation (DEC).

In your new role with DEC you will work alongside people with world-class scientific, regulatory, policy, land and marine management, visitor services, research and educational skills to conserve and protect Western Australia's environment. Staff work in the field, in offices and in laboratories, on a range of programs and projects dealing with environmental protection, plants, animals and people. They work out of offices in Perth as well as nine regional and 16 district centres and a number of other locations.

DEC promotes continual improvement, teamwork and flexibility. We provide staff with safety and support programs and there are diverse training and career development opportunities including on-the-job certification provided by the department as a Registered Training Organisation.

The department aims to protect the environment, conserve biodiversity, create sustainable community benefits, maintain community involvement and support, promote sustainable industry and improve the way it does business. Your work will contribute to the department achieving these objectives.

I wish you every success in your career and hope you enjoy the challenges of your new job.



Keiran McNamara

Director General
Department of Environment and Conservation



Introduction

Our Vision

A healthy, diverse and well-managed Western Australian environment.

Our Mission

Working with the community, we will ensure that Western Australia's environment is valued, protected and conserved, for its intrinsic value, and for the appreciation and benefit of present and future generations.

Our Responsibilities

The Department of Environment and Conservation is in the portfolio of the Minister for the Environment and Climate Change. The department is also part of a greater environmental community and has distinct responsibilities for implementing Government policy within that community. Protection and conservation of the environment is a collective role.

The department has the lead responsibility for protecting and conserving the State's environment on behalf of the people of Western Australia. This includes managing the State's national parks, marine parks, conservation parks, State forests and timber reserves, nature reserves, marine nature reserves and marine management areas.

Its key responsibilities include broad roles in conserving biodiversity and protecting, managing, regulating and assessing many aspects of the use of the State's natural resources. The department contributes to the development of environmental protection policies, managing the environmental impact assessment process and carrying out regulatory functions to achieve improved environmental outcomes. It is also responsible for the management of contaminated sites and responding to pollution incidents.

The department is also responsible for fire preparedness and pest animal and weed control on 89 million hectares of unallocated Crown land and unmanaged reserves.

The department provides support or assists the following portfolio authorities and boards to carry out their functions, which are integral to the department achieving its vision and mission:

- Environmental Protection Authority;
- Conservation Commission of WA;
- Keep Australia Beautiful Council;

- Marine Parks and Reserves Authority;
- Swan River Trust;
- Waste Management Board; and
- Contaminated Sites Committee.

The department contributes to national and international programs through national Ministerial Councils, the Natural Heritage Trust and other national programs, the work of organisations such as the World Conservation Union (IUCN), and to the implementation of international environmental and conservation treaties in WA.

It employs people with world-class scientific, regulatory, evaluation, policy, land and marine management, visitor services and educational skills.

Our Values

People make organisations and the values they adopt shape those organisations. In working to achieve our Mission, we endeavour to behave with:

- Honesty, courage and integrity – acting ethically, lawfully, in the public interest and treating people with impartiality.
- Respect – understanding and respecting individual differences, listening to and valuing each other’s contribution, and respecting the views and aspirations of co-workers and the views and contribution of stakeholders.
- Openness – having decision-making processes that are fair, transparent and understandable.
- Commitment – being responsible, accountable and dedicated in our work, both individually and collectively.
- Innovation – continually seeking new and better ways of achieving desired outcomes.

We will demonstrate:

- Teamwork – working collaboratively and cooperatively with co-workers, other agencies and in partnership with the community.
- Leadership – being progressive, showing courage, initiative and creativity in meeting our objectives.
- Professionalism – acting in a courteous and fair manner, and using up-to-date and sound scientific principles and accurate information in our work.
- Value – delivering the best possible result for the protection and conservation of the environment through continual improvement of our efforts.
- Learning-based culture – open to new ideas and concepts learnt from experience and others.

Our Principles

In making decisions or providing advice we will be guided by the following principles:

- Where there are threats of serious or irreversible damage, the lack of full scientific certainty shall not be used as a reason for postponing measures which seek to protect or restore the environment or prevent loss of biodiversity.
- All elements of the environment, including the diversity of ecological communities and native species throughout WA, will be maintained in a healthy state and, where necessary and possible, restored.
- The opportunity for the public to be involved and engaged in developing and delivering benefits to the environment and to their own health and enjoyment will be promoted.
- Outcomes will be delivered in the most effective and efficient way.
- Cooperation, sharing and integration of resources and knowledge within the department and between communities and agencies will be promoted.
- We will be adaptive in our management, taking a flexible and responsive approach to management and operations and being receptive to change.
- Users of the environment and resources should pay fair value for that use.
- Use of environmental resources and wildlife will be on the basis of ecological sustainability.

Strategic Directions, Objectives and Strategies

The vision we are working towards is 'A healthy, diverse and well-managed Western Australian environment'. The department will achieve this vision by:

- Conserving biodiversity
- Managing natural resources and promoting sustainable practices
- Leading climate change actions
- Creating a world class parks system
- Implementing sustainable forest management
- Preventing pollution and remediating contamination
- Maintaining community involvement and support
- Improving the way we do business.

Employee information

If you have joined the department as a permanent staff member from outside the public sector, you will be on a six-month probation period. After this time your appointment will be confirmed provided that:

- your efficiency, diligence and conduct have been satisfactory;
- you have provided proof of identity by submitting either your birth certificate, driver's licence or passport to the appropriate Workforce Services Officer; and
- if born overseas you have provided evidence of being granted permanent residence in Australia.

Salary and wages

Pay period

Employees are paid each fortnight by electronic transfer. Your pay will be credited to any bank, building society or credit union that you nominate. You need to provide the account name and number and the destination code to People Services Branch or to your District Office, whichever is stipulated in your appointment letter.

Employment declaration

Each employee is legally required to declare their tax file number on the Australian Taxation Office 'Tax file number declaration' form and show entitlements for general exemptions and rebates.

If an employee does not complete the 'Tax file number declaration' form, the department is obliged to deduct tax instalments at the top marginal rate plus the Medicare Levy.

If you need to apply for a tax file number you will be given 28 days in which to do so.

Deductions

You can arrange with People Services Branch for items such as medical fund contributions, life insurance and union subscriptions to be deducted from your salary/wage. Deductions are made only on your written signed authority.

Superannuation

The Government Employees Superannuation Board (GESB) manages and administers the GES Fund, which is the superannuation fund for WA public sector employees. Details of your superannuation investment options are sent to you with your letter of appointment. For professional advice you should talk to a qualified person such as an accountant or licensed financial planner.

Change of address

Employees should provide details of changes to addresses to People Services Branch (or their District Office) as soon as possible for payment summary purposes. Note that you can also do this online yourself through the Web Kiosk.

Web Kiosk

The Web Kiosk is the department's online recording system that enables employees to view and update personal details and training records, apply for leave and higher duties allowance, and view and print payslips. Contact People Services Branch for assistance and to set up your login details.

Hours of duty

Salaried employees

Employees work a 37.5 hour week, with flexible working hours normally within the following framework:

- start after 7am
- lunch between 12 noon and 2pm
- finish before 6pm

Flexible work options are available which aim to achieve the best possible match between organisational interests and those of individual employees. For more information see the department's Flexible Working Options policy.

Wages employees

Wages employees work a varied 38-hour week between 7am and 6pm Monday to Friday with a half hour lunch break. The ordinary hours of duty are eight hours a day with a rostered day off in each 20-day cycle.

Many park rangers work 'no fixed hours' on any five of the seven days of the week which attracts a 25 per cent loading. 'Rostered hours', which means working on any five days of the week (including Saturday and Sunday), applies to other park rangers in some situations.

Salaried and wages employees including officers from the Environmental Regulation Division's Pollution Response Unit and the Swan River Trust, as well as staff on fire duty, may be rostered on call outside ordinary hours of duty on any of the seven days of the week.

Leave entitlements

Annual leave

Full-time employees are entitled to four weeks' (20 working days) annual leave each year. Leave loading is only payable on annual leave entitlements.

Employees who work north of the 26° south latitude receive an extra five days for each year of continuous service that is completed in the region.

'No fixed hours' employees and 'rostered employees' who work in national parks receive two weeks' (10 working days) additional leave in lieu if they work on public holidays.

Those rostered for fire control duties receive fire leave. Wildlife officers and technical officers who regularly work outside of standard hours receive five extra days leave per year.

Public service employees are entitled to two extra public service holidays a year, 2 January and Easter Tuesday. These can be taken on the day or at a time agreed with their manager.

Permanent salaried officers may take the full annual leave entitlement for the year before it is due. However, if you resign you must reimburse the department for any unearned annual leave and leave loading you have taken.

Long service leave

Salaried employees receive 13 weeks long service leave after each seven years of continuous service. Wages employees are entitled to 13 weeks of long service leave after 10 years of continuous service and for each further period of seven years continuous service.

Pay in advance

An employee taking annual or long service leave may be paid all the fortnightly payments that fall due during leave in advance.

In order to receive payment in advance please submit your leave application at least six weeks before the beginning of the leave period. Leave applications can be submitted electronically through the Web Kiosk for salaried employees.

Study leave

The department supports continuous learning for its people. Please refer to 'Study Leave' under your award for your entitlements.

Personal leave

Employees are credited with 112.5 hours of personal leave with full pay per 12-month period on the date they began work with the department. At the end of the 12 months any unused personal leave, up to 97.5 hours, will be cumulative. Unused non-cumulative leave will be lost. Where employees access personal leave, it will be deducted from their non-cumulative entitlement in the first instance.

Personal leave may be applied for when:

- the employee is ill or injured;
- the employee has to care for members of his/her family who are ill; and
- unanticipated matters of a compassionate or pressing nature arise without notice and require immediate attention.

In addition, with prior approval of the employee's manager or supervisor, personal leave may be granted for planned matters where arrangements cannot be organised outside of normal working hours or be accommodated by using flexible working hours or other leave. Personal leave will not be granted for regular ongoing situations.

Parental leave

Salaried and wages employees are entitled to a period of up to 52 weeks unpaid parental leave to undertake primary care of a newborn child. Employees who adopt a child under the age of five are entitled to three weeks parental leave at the time of placement and a further period of up to 52 weeks. An employee identified as the primary care giver of a child who has completed 12 months of continuous service in the WA public sector is entitled to 12 weeks of paid parental leave (14 weeks from 1 July 2008).

Leave without pay

Extended leave without pay is granted only in exceptional circumstances with the approval of the Director General for salaried employees or by the Regional or Branch Manager for wages employees. All increments and leave entitlements cease to accrue during periods of leave without pay for more than 10 days.

Other leave

Under certain conditions you may be entitled to special leave for:

- compassionate/bereavement circumstances
- jury or witness service
- trade union training or business
- local government meetings
- examinations
- emergency service volunteers
- blood plasma donor leave
- cultural or ceremonial occasions
- military service

For more information, contact the People Services Branch.

Absence from work

If you are unable to come to work for any reason, you must notify your manager as soon as possible to enable someone else to attend to your duties. When you return to work you must apply for the appropriate leave.

Allowances

The following allowances are available if certain criteria are met.

- camping
- flying and diving
- district
- transfer
- higher duties
- overtime
- travelling
- travel concessions on annual leave
- removal
- relieving
- telephone

See your manager, relevant award or contact People Services Branch for more information.

Equal employment opportunity and diversity

The department is committed to the principle of equal opportunity in employment for all persons regardless of sex, race, marital status, pregnancy, age, impairment, sexual orientation, religious or political conviction, gender history and family status or responsibility. Under WA's *Equal Opportunity Act 1984* and some federal legislation, discrimination on any grounds is unlawful.

It is the responsibility of all employees to accept their personal involvement in the practical application of equal opportunity legislation and the department's policies. Please refer to the Good Working Relations Policy and Procedure.

Harassment, victimisation and bullying in the workplace

The department maintains that it is the right of every individual to be treated fairly and with respect, and be able to carry out his or her job in an environment, which promotes job satisfaction, maximises productivity and promotes economic, physical and emotional security. Such an environment is dependent on being free of all forms of harassment and victimisation.

Harassment involves any unwelcomed behaviour, offensive comment or action concerning another person's sex, race, marital status, pregnancy, age, impairment, sexual preference, religious or political conviction and family status or responsibility. It includes unwelcome and unwanted behaviour towards another person which is intimidating, embarrassing or offensive to the recipient. Sexual harassment covers a range of unwelcome and offensive behaviours of a sexual nature which are unsolicited and unreciprocated. Racial harassment is behaviour that belittles, denigrates or discriminates against a person because of characteristics related to their race.

Victimisation refers to any unfavourable treatment of a person because they have made, or propose to make a complaint of unlawful discrimination or harassment, or have any involvement or proposed involvement in such a complaint.

Under the *Equal Opportunity Act 1984*, harassment, discrimination and victimisation are unlawful.

Bullying at work can be defined as repeated unreasonable or unwarranted behaviour directed towards a worker or group of workers that creates a risk to health and safety. Due to the effect on safety and health of employees and others at the workplace, bullying is unlawful under the *Occupational Safety and Health Act 1984*.

Harassment, victimisation and bullying threaten the morale and productivity of the workplace. Management will not tolerate or condone such behaviour in any form.

Please refer to the Good Working Relations Policy and Procedure on the People Services Branch's homepage of the department's intranet site, which deals with these issues and offers guidance on what to do if you are harassed, victimised or bullied. There are also a number of Good Working Relations Contact Officers in the department who can assist you with advice. For information on your local Good Working Relations Contact Officer contact the People Services Branch.

Career advancement

Promotion

The department advertises opportunities internally through Expressions of Interest sent via broadcast email. Public Service positions classified above Level 1 that are being permanently filled are advertised on the WA Government Job Board found online at www.jobs.wa.gov.au.

All advertisements show the salary and closing date for applications and give a telephone number for applicants to obtain more details. Late applications are not accepted.

Applications should be on the standard form and supported by sufficient information. When interviews have been held, the selection panel will recommend an applicant to the Director General or Director of the relevant division (via Manager, Workforce Services). All general applicants can then be advised of the outcome of their application. Unsuccessful applicants can request feedback from the panel convener and are encouraged to access this for development purposes.

Breach rights

If you believe there has been a breach of the Public Sector Standard for Recruitment Selection and Appointment, you can lodge a breach claim with the department. Information on how to do so is sent to all unsuccessful applicants. If you have any further queries contact People Services Branch.

Organisational learning and development

DEC has a commitment to the provision of continuous learning opportunities for its staff.

DEC is a Registered Training Organisation operating within the Vocational Education and Training system and is able to offer nationally recognised training.

The Organisational Learning and Development Manual is produced annually as a point of reference for DEC personnel seeking training and development opportunities. There are a number of additional courses, other than those listed within the manual, available to employees seeking training and development.

As part of DEC's commitment to continuous learning, on-the-job training, job rotation, transfers, acting positions, scholarships and opportunities to attend conferences and to take part in international exchange programs are offered as additional methods of facilitating training and development requirements.

Staff are encouraged to establish a plan to facilitate their professional and personal development in consultation with their supervisors. The department's Performance Management System is an important part of this process.

DEC scholarships

A number of scholarships are available to DEC employees wishing to either gain new, or add to existing qualifications. Support may be offered in the form of financial assistance, study leave or recognition and reward.

Scholarships currently available include:

- Director General's Scholarship for Study Assistance - is available to all Conservation Employees to assist them financially in their post secondary education studies so they can then be considered for Public Service positions throughout the State.
- Leadership Scholarship - is designed to provide continuing education opportunities in a range of management/leadership disciplines and is available to all departmental employees.
- Sciences Scholarship - is available to all departmental employees who have at least a tertiary qualification, such as a degree or diploma, and is designed to provide continuing education opportunities in a range of science disciplines.
- Director General's Career Development Scholarship - is available each year to encourage all staff to complete formal qualifications relevant to their position.
- Scholarship for all Departmental Women - is designed to encourage all women in the department to enhance and develop their careers by providing financial assistance towards travel or study opportunities (not tertiary).

International Exchange Program

DEC has established an international exchange program, through the Chicago Botanic Garden, with three agencies in the United States – the Department of the Interior's (DOI) Bureau of Land Management (BLM), the US National Parks Services (USNPS) and the US Department of Agriculture (USDA) Forest Service.

The objectives of the program are to:

- provide opportunities for department staff to expand their professional experience and expertise and achieve personal development through working in US conservation agencies;
- provide placements for DEC staff within the US, which have strategic importance to the department;
- enable staff to bring new ideas, approaches and work methods to workplaces in the department; and
- foster an exchange of culture, knowledge, experience and professional contacts relevant to the department's business.

Staff can also individually pursue or arrange other exchanges in accordance with the Exchange Program Policy Guidelines.

Performance Management System

The Performance Management System is a cycle of continuous improvement in the way we work – through evaluating the key performances, behaviours, achievements, and developmental needs of individual members of the department.

The purpose of the Performance Management System is to:

- develop individual work goals in line with the department's Corporate Plan and objectives;
- assist our people to improve their work performance by providing opportunities to discuss work performance in a structured and non-threatening manner;
- increase job satisfaction through better planning of work activities;
- help our people increase their skills and knowledge through greater awareness of expected performance levels and clearer goals;
- assist our people to identify training and development needs in relation to work performance and career path planning; and
- provide an opportunity for our people to express career interests and aspirations.

Performance management is an ongoing process that covers a 12-month cycle with meetings carried out at least once a year.

Resignation and retirement

Resignation

You must submit written notice of your intention to resign:

- One month in advance – salaried employees.
- Two weeks in advance – national park rangers.
- One to four weeks in advance (depending on period of continuous service)
– Conservation Employees.

You should provide adequate notice to ensure there are no delays in preparing your final salary or wage.

Retirement

All employees may elect to retire from any age after 55. It is important to consider your preferred retirement age particularly for superannuation purposes. The requirements vary for each individual and it is important that you contact your financial advisor, private super fund, or GESB, whichever is applicable, to discuss your circumstances.

General employment information

Occupational safety and health

The *Occupational Safety and Health Act 1984* is designed to promote and improve standards for occupational health and safety in Western Australian workplaces.

The most relevant sections of the Act for new employees are:

Section 5 – Objects

Section 19 – Duties of Employers

Section 20 – Duties of Employees

The department's Occupational Safety and Health Policy reflects its commitment to:

- the establishment and maintenance of effective occupational safety and health programs;
- the welfare and rehabilitation of injured personnel; and
- fulfilling moral and legislative responsibilities.

People Services Branch's Risk Management Section in Kensington provides a coordination service, in support of local work centres and personnel, for all health and safety issues within the agency.

If you require advice or help with any safety and health issue, please contact your local Occupational, Safety and Health representative or team leader. If you require additional assistance, please contact the Risk Management Section.

First aid

The department encourages and supports all employees in attaining First Aid qualifications.

In the event of an injury

If you or a workmate sustain an injury, you must:

- seek first aid or medical treatment as soon as possible; and
- report the injury or incident to your supervisor and complete a First Aid Treatment Slip.

Emergencies

Each work centre will have established procedures to deal with a range of emergencies. Details will be available from your manager. It is important that you become familiar with the various emergency procedures.

Hazards

A hazard is anything that may result in an injury or harm to the health of a person.

Where possible, attempt to fix hazards as soon as these are noticed. Where this is not possible, record the hazard on a Hazard Report Form and report it to your manager.

The manager is responsible for taking action or delegating the responsibility.

Smoking

Employees who smoke are encouraged to take part in QUIT programs. Smoking is permitted only in designated areas outside departmental buildings. For more information contact the Risk Management Section.

Alcohol and drugs

The department is committed to minimising risk and harm from the hazardous use of alcohol and drugs.

Each employee has a responsibility to:

- ensure they are not under the influence of alcohol or drugs while they are on duty,
- advise their supervisor of effects from over-the-counter or prescribed drugs,
- be concerned about others,
- act on those concerns,
- advise the individual of their concern,
- advise their supervisor of their concern, and adhere to the department's policy on alcohol and drugs.

Manual handling

Manual handling means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain a person, animal or thing. It also includes any activity involving repetitive and/or forceful movements (e.g. keying data into a computer) and any activity where the person must maintain constrained or awkward postures.

Injuries most commonly linked with manual handling include sprains and strains, damage to the back and hernias. In general, most injuries are caused by wear and tear to the joints, ligaments, muscles and vertebral discs. It is useful to ask these two questions when conducting any manual handling activity. Is the activity necessary? Can the work be changed to eliminate, reduce or control the risk of injury? And adjust the activity accordingly.

For lifting and carrying loads, it is important to:

- size up the load;
- have a balanced position;
- bend your knees;
- adopt a sufficient handgrip;
- keep your back straight;
- keep the load in close to your body;
- lift using leg muscles;
- face the direction load is to be moved; and
- utilise momentum.

Peer Support Program

The Peer Support Program is one in which trained fellow workers provide support to you, their colleagues, in times of stress or following incidents that place strain on your coping ability. Contact the Risk Management Section for a complete list of the Peer Supporters in the department.

Employee Assistance Program (EAP)

The EAP provides an independent, confidential and professional counselling service to all employees and their immediate families. Counselling is an employee benefit provided by the department and there is no cost to employees and their immediate families for short to medium term assistance. Counselling is proven to be effective in assisting people to deal with a wide range of problems. Common issues raised during counselling sessions include emotional and relationship difficulties, concern for family members, alcohol and other drug problems, grief and work related issues.

Workers' compensation

The department recognises the importance of rehabilitation and injury management at work to ensure that employees suffering a work-related injury or disease, receive timely and effective services that enable an early return to work.

All departmental employees are covered for workers' compensation through the Insurance Commission of WA (ICWA).

Insurance

In addition to workers' compensation, the department holds cover through ICWA for the following categories of insurance:

- property
- general liability and professional indemnity
- motor vehicle
- personal accident – volunteers, board members, pilots, firefighters
- travel

More information on these covers and the conditions applicable are available through the Risk Management Section.

Obligations and responsibilities

Comments on policy

The department has a high profile within the community and often deals with sensitive issues. In the course of your duties you may hear matters discussed or read information in documents that is of a confidential nature. You should exercise discretion in such cases.

You have a responsibility to implement and administer the policies and programs of the government of the day. You may hold views on particular matters that differ from those of the elected government, but such views must not interfere with the performance of your duties.

When official duties require employees to provide information to the public, including when they are speaking on behalf of statutory and other authorities supported by the department, they must provide factual information consistent with government and departmental policy, and:

- avoid providing personal opinions that could damage the department's credibility, any individual or any political party;

- avoid speculation on future policy directions; and
- not prolong unnecessary debate on policy direction or actions taken.

Because the public is always interested in environmental issues, you may be approached by the media for information. It is the responsibility of all the department's staff:

- when designated as a spokesman for specified issues or subjects, to respond to the media honestly, accurately and promptly within their area of competence or designated authority;
- to contact the Media Relations Section staff in the Public Affairs Branch in respect to approaches for information or interview from the media prior to an interview;
- to refer any issue that is controversial, political or of State-wide interest to their manager, the manager of the Public Affairs Branch, or to the appropriate member of the Corporate Executive; and
- to promptly advise their manager and the manager of the Public Affairs Branch (or designate) if questioned by the media about a sensitive or potentially contentious issue.

You should refer to the department's media policy, which is available on the department's intranet sites, for more information or contact the Public Affairs Branch.

General conduct and courtesy

Treat all people you have contact with in the course of your work fairly and with courtesy and sensitivity, recognising that fairness can involve treating people differently according to circumstances. Act with propriety and be able to demonstrate this in relation to any service or advice you give. Strive to attain value, and avoid waste and extravagance in the use of public assets.

The department requires that all employees read, acknowledge and sign the Code of Conduct when they join the organisation or when a revised version of the Code of Conduct is released. Signing the Code of Conduct is imperative as it governs a variety of important issues including conflicts of interest, misconduct and ethical behaviour.

Outside employment

Permission may be granted for an officer to undertake additional work unconnected to official duties provided that efficiency is not affected, the department is not inconvenienced and there is no conflict of interest. Written permission needs to be obtained from the Director General (refer to Conflicts of Interest policy in the People Services Manual on the department's intranet site).

Telephones

Your supervisor will explain how to operate your telephone. An internal directory listing the phone numbers for all the department's personnel is distributed annually, and there is a phone list on the ex-DoE intranet site and on the former CALMweb site.

There is potential for substantial savings on STD charges if you:

- avoid long telephone conversations – an email may be viable alternative;
- write down points before having a telephone discussion, to ensure efficient use of time; and
- don't wait on STD when an extension is engaged. Leave a message or hang up and call back later.

All of us need to make calls of a personal nature during working hours from time to time. In these circumstances, the calls should be local, and duration must be kept to a minimum. In the event that long distance calls of a personal nature are necessary during work time, it is imperative that prior approval is obtained from your supervisor. The call duration must be kept to a minimum.

If you have been provided with a mobile phone for work purposes, you should refrain from using the phone for private purposes. Be aware that accounts are regularly audited. Any private calls made must be identified and the department reimbursed accordingly.

Internet and email

Like the telephone system, the department's internet and email facilities are a corporate resource and you must exercise good judgment in using them. You are permitted to use them for:

- anything associated with your work;
- anything approved by your manager; and
- limited personal use that does not interfere with your work and does not reflect adversely on the department.

You must not knowingly use them:

- for non-departmental commercial activities;
- to advertise products or for political lobbying;
- for personal gain or profit;
- to represent yourself as someone else;
- to solicit other people, including other employees;
- to provide information about, or lists of, departmental employees to others;

- if it interferes with your job or the jobs of other employees;
- if it interferes with the operation of the computer network;
- to violate any law or the rights of any person;
- to communicate jokes or remarks that are racist, sexual or sexist;
- to communicate harassing or discriminatory comments; or
- to disclose information prohibited under State Government policy or legislation.

Intranet

All DEC staff have access to the former DoE and CALM intranet sites which are being updated as new policies and procedures are developed. These sites contain information about the department and host 'Web Kiosk' – an online service where staff can access their payslips, book and check leave and update personal information.

Use of departmental vehicles and machinery

The department's light fleet vehicles are owned by Treasury and managed by a private fleet manager.

The role of the fleet manager is to provide a comprehensive range of services, including advice on cost control and expert technical and financial advice to the department with regard to light fleet.

The department's heavy fleet (trucks, loaders etc) is owned and managed by the Financial Services Branch – Supply Section, which is responsible for providing expert advice with all matters pertaining to the heavy fleet.

When you use a departmental vehicle, you must complete the vehicle running sheet, and include a job number (account classification) to which the vehicle hire charges are to be debited. Notes on the front cover of the vehicle running book (kept in each vehicle) tell you how to complete the vehicle running sheet, acquire fuel and undertake minor maintenance. Each cost centre has a person who coordinates vehicle allocation, repairs etc.

Staff who use departmental vehicles are encouraged to register at the *FuelWatch for Government* website at <http://government.fuelwatch.wa.gov.au> in order to access information about the best fuel prices.

Users of departmental vehicles must adhere with all aspects of the department's Fleet Manual. The Fleet Manual is available from the administration officer in each cost centre and the department's intranet site.

Corporate information

Corporate records are any records created or received by an employee of the department (permanent or on contract) during the course of their work for the department. The *State Records Act 2000* requires that all government employees ensure that proper and accurate records are created and maintained for all business activity.

Keeping complete and accurate records assists staff manage their obligations as government employees as well as meet the department's legal, financial, business, accountability and information requirements. With accurate and complete records you will find it faster and easier to access the information you need, reduce duplication of effort and ensure that records are available to meet operational needs as well as long-term requirements. Government records are required to be kept for varying lengths of time and it is an offence to destroy records without the authority of the State Records Commission and in accordance with an approved Retention and Disposal Schedule.

Corporate Information Section (CIS) can assist you in ensuring that the records you make in the course of your duties are managed in a compliant way and kept for the required time.

Recordkeeping Awareness Training

The online Recordkeeping Awareness Training course has been developed to assist in raising employee awareness of their record keeping roles and responsibilities in accordance with the *State Records Act 2000*. Please contact CIS or email CIShelp@dec.wa.gov.au to enrol or for more information.

Files and correspondence

In order to ensure the efficient and effective tracking of files, please ensure you contact your local records officer to update the corporate record keeping system when transferring files to another officer. All outgoing correspondence (letter, memos, etc) must include the appropriate file number. Correspondence must be registered into the corporate record keeping system and attached to the appropriate file.

Mail services

Incoming mail is distributed once daily. Outgoing mail is despatched each afternoon via Australia Post or the Inter-agency Member-to-Member (MM) mail service. All mail sent via the MM mail service must have the full agency name and street address.

Regional and district offices receive mail directly at local offices and dispatch their own outgoing mail via Australia Post or the MM mail service.

Contact CIS for records management advice and assistance.

Library

DEC has four library collections – two at Kensington and one each at Woodvale and The Atrium – that provide an information service to departmental officers and the general public.

Library services include book loans, photocopying of journal articles and answering staff reference enquiries. Requests for photocopies can be emailed. Specialised online computer searches are also available. Items can be obtained from other libraries in Australia for a nationally set fee.

The Forest Science Library is located at Kensington and holds the main stocks of books and journals on forestry. The library contains departmental publications, Western Australian statutes, a collection of coloured slides and historical photos on forestry. The marine science special collection is housed here as well as a small special collection on environmental education for teachers.

The department's WA Herbarium Library is in the Herbarium at Kensington and contains material on botanical subjects for use by botanists and other staff. As well as books and journals, there are also microfiche, original illustrations, maps, coloured slides relating to taxonomy and an extensive collection of journal articles and reprints.

The Wildlife Science Library in the Wildlife Research Centre, Woodvale, holds the main stocks of books and journals on the environment, ecology, conservation, wildlife, national parks and nature reserves. The department's archives are also held at Woodvale, where a comprehensive range of materials (books, journals, reports, reprints, videos, photos, etc) produced by or about the department and its predecessors (e.g. the Department of Conservation and Land Management and the Forests Department) are retained permanently.

The Environment Library collection includes publications by the department (including archive collections from the Department of Conservation and Environment, Environmental Protection Authority, Department of Environmental Protection and the Department of Environment) and documents relating to all the projects assessed by the Environmental Protection Authority. There are also general texts on environmental science, law and education, journals, maps and aerial photographs. This library is also a distribution point for the department's publications.

Corporate apparel

Some occupational work groups are provided with uniforms. Corporate apparel is available for employees to wear. Please see your supervisor for more information.

Fire protection

As part of its wide range of responsibilities, DEC is involved in prescribed burning and in detecting and suppressing wildfires.

There is a departmental expectation that most staff will be involved, at some time, in wildfire suppression in some form (combat on the fireline or in a support role). If you are likely to be required to work on a fireline, this will normally have been identified to you already in a job description or interview. Training for all fire-related roles is treated very seriously and recognition given to providing the right training for the roles likely to be carried out.

If you are to be employed on the actual fire line, you must have successfully completed the 'Basic Fire Fighter' training course that includes modules on personal protection, wildfire behaviour and wildfire suppression.

Departmental employees who provide field or administrative support for fire management operations away from the fire line should have successfully completed the Basic Fire Awareness course or, preferably, have successfully completed the Basic Fire Fighter training.

For your personal safety, Fire Management Services cannot stress enough the need for adequate training BEFORE becoming involved in fire management activities. If you need to be on the fire line without having successfully completed the Basic Fire Fighter course, you must be immediately supervised by an experienced, trained person. New staff involved in fire operations must know and follow the safety rules in the department's booklet *Safety in Bushfire Control*.

Staff operating near or on a fireline must also be familiar with the use of radio communications. Training module seven – Radio Communications – covers this field.

There is much opportunity and scope within the department for those wishing to become involved in wildfire suppression, whether in a combat or support role. Development opportunities are available through formal or informal training and mentoring. Your district or regional fire coordinator is your contact point for this.

Contacts

Corporate Information Section

Ph: 9334 0392

Email: CIShelp@dec.wa.gov.au

Employee Assistance Program

Ph: 1300 361 008

Financial Services Branch

Ph: 9334 0239

Fire Management Services

Ph: 9334 0375

Good Working Relations Contact Officer Coordinator

Ph: 9334 0540

Government Employee Superannuation Scheme

Ph: 13 43 72

Web: www.gesb.wa.gov.au

Email: memberservices@gesb.wa.gov.au

Address: Level 4 Central Park,
152 St Georges Tce, Perth WA 6000
Postal: PO Box J755, Perth WA 6842

Libraries

Forest Science Library (Kensington)

Ph: 9334 0324

WA Herbarium Library (Kensington)

Ph: 9334 0494

Wildlife Science Library (Woodvale)

Ph: 9405 5132

Environment Library (The Atrium)

Ph: 6364 6500

Peer Support Program

Ph: 9334 0397

People Services Branch

Ph: 9334 0222

A to D - 9334 0360

E to K - 9334 0517

L to Q - 9334 0361

R to Z - 9334 0167

Wages employees - 9334 0259

People Services Homepage (<http://calmweb.calm.wa.gov.au/drb/csd/hrb/index.html>) contains the People Services Branch's policies, procedures and guidelines, most of which can be found in the online People Services Manual.

Public Affairs Branch

Ph: 6467 5104

Risk Management Section

Ph: 9334 0218

Organisation chart

