School of Agricultural and Resource Economics

A Handbook for Staff and Visitors

The School of Agricultural and Resource Economics (ARE) welcomes new members of staff and visitors to the School. This Handbook will assist you in becoming familiar with the School and to help you settle in. The Centre for Environmental Economics and Policy (CEEP) is part of the School.

If you have any comments on the handbook or suggestions on what else could be included, please email the School Manager – emma.smith@uwa.edu.au

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The Admin Office is located in room G022. Admin support for the School is provided by Heather Gordon (part-time) and Deborah Swindells (full-time). Tammie Harold (part-time) provides some administrative support for the CEEP team, as well as research support. Email addresses and phone extensions are listed below:

Head of School and Director of CEEP  David Pannell  david.pannell@uwa.edu.au  4735
School Manager  Emma Smith  emma.smith@uwa.edu.au  3665
Accounts/Admin Officer (Mon, Wed, Thu)  Heather Gordon  heather.gordon@uwa.edu.au  7869
Administrative Officer  Deborah Swindells  deborah.swindells@uwa.edu.au  2539
Research Officer (CEEP) (Mon, Tue, Thu)  Tammie Harold  tamara.harold@uwa.edu.au  5507

Emergency Telephone Numbers

For all emergency calls, 24 hours per day, phone:

2222 from an internal office phone
or 6488 2222 from a mobile phone
or 1800 655 222 from a public phone.

Your call will be answered by Security for immediate attention.

Other Useful Telephone Numbers

Safety and Health Representative  tba (Faculty Office)  5552
First Aid Officer  Deborah Swindells  2539
UWA Switchboard  99
University Medical Centre  2118
Security/Emergency (including ambulance or fire)  2222
The following information is intended to assist you in becoming familiar with the School and to help you settle in. If you need any further information please do not hesitate to contact the admin team.

The following information is listed in alphabetical order of topic. Please read this handbook thoroughly when you commence with us, and refer to it periodically. As this handbook is updated annually, please download a new copy from: http://www.are.uwa.edu.au/staff each year.

ASSIGNMENT BOXES
Student assignment boxes are located outside room G022 (Admin Office). The keys are kept in the Admin Office on the key rack.

CAMPUS CARD
All staff, visitors and students of The University of Western Australia are entitled to a UWA Campus Card. The UWA Campus Card can be used for the following:
- identification on UWA premises;
- building access (including computer laboratories);
- required examination ID for students;
- to access library services.

You need to get your Campus Card from Student Administration (Student Central) by quoting your employee ID number – please take some identification with you such as a driver's licence or passport. Once you have your Campus Card please arrange with the School Manager to have your card programmed to give you after-hours access to the building. More information on the Campus Card is available from: http://www.campuscard.uwa.edu.au/

CLEANING
Cleaners empty the bins daily. Please use your paper bin for recycling, and use the other bin for all other rubbish. Avoid leaving food scraps in office bins on Fridays as the bins will not be emptied until Monday morning.

There is a client book in the Admin Office for requesting special cleaning requirements or feedback to the cleaners.

COMPUTERS, IT AND EMAIL
If you need to order a laptop or desktop please follow the purchasing guidelines in this handbook.

Every staff member is provided a Pheme account, which is needed to access your email account and many UWA web-based systems. See the Pheme section of this handbook.

The University has a centrally managed email and calendaring service. Staff with active Pheme accounts can access this service via web interface www.webmail.uwa.edu.au or set up a local email client; usually Microsoft Outlook. For more information about this service, click here: http://www.its.uwa.edu.au/staff/email/ECS

All IT related enquiries and requests must be directed to the IT Contact Centre either by email, phone or website; each request is assigns an incident number in the IT Service Desk:

- Via email ithelp-is@uwa.edu.au;
- Via phone to the IT Help Desk: 6488 1515
- Via the web http://itservicedesk.uwa.edu.au - use your UWA ID (staff/visitor number) and Pheme password to gain access.

The IT Helpdesk is available from 8am to 5pm Monday to Friday.
If you need to hire audio visual equipment, see the following link for details: 
http://www.is.uwa.edu.au/it-help/av

**COMPUTER WORKSTATIONS and ERGONOMICS**

For your own wellbeing please set up your computer workstation following the advice provided by UWA Safety and Health [http://www.safety.uwa.edu.au/policies/computer_workstation_ergonomics](http://www.safety.uwa.edu.au/policies/computer_workstation_ergonomics).

It is strongly recommended that an ergonomic assessment is arranged with a Safety and Health representative when you commence with the School and any time you would like to check your workstation set-up. You can arrange an assessment by completing this online form: [http://www.safety.uwa.edu.au/health-wellbeing/physical/ergonomics/assessment](http://www.safety.uwa.edu.au/health-wellbeing/physical/ergonomics/assessment).

**CONTACT INFORMATION**

Your contact information should be updated with Human Resources via the Employment Self Service website (ESS) as soon as your details change. ESS is accessed from here using your ESS password (not your Pheme password): [http://www.hr.uwa.edu.au/working/applications](http://www.hr.uwa.edu.au/working/applications)

Please also inform the School’s admin staff of any changes to your address or phone number.

**EMPLOYEE ASSISTANCE PROGRAMME (EAP)**

The University provides free, confidential and professional assistance to employees, and other people whose care is the responsibility of the employee, who are experiencing difficulties of a personal or work-related nature. Further information is available from [http://www.safety.uwa.edu.au/policies/eap](http://www.safety.uwa.edu.au/policies/eap)

**FACSIMILE**

The School does not have a fax machine. If you require a fax machine there is a service provided by Uniprint in the Guild Village for a small fee: [http://www.uniprint.uwa.edu.au/services](http://www.uniprint.uwa.edu.au/services)

**FRINGE BENEFITS TAX**

The following applies to employees only, and not to unpaid visitors or students.

Fringe Benefits Tax (FBT) is a tax imposed by the Australian Tax Office (ATO) on benefits provided to the employee. There are 13 categories of fringe benefits tax, but those that are most common to this School are travel and meal entertainment.

When you make a travel booking, if any days of travel quality as ‘private days’, you will be required to complete a travel diary in Trobexis; if this is not completed an FBT charge will apply.

If 50% of the trip is made up of private days, a travel diary is required and FBT will apply. In this case the tax team will invoice you for the amount.

For more general information about FBT including definition of private days, read this information: [http://www.finserv.uwa.edu.au/tax/fbt/policy/travel](http://www.finserv.uwa.edu.au/tax/fbt/policy/travel), or ask the School’s admin staff or School Manager. FBT is complex and the School’s staff cannot provide FBT estimates or provide detailed advice on FBT legislation, so for detailed queries contact UWA’s tax team: [http://staff.ask.uwa.edu.au/](http://staff.ask.uwa.edu.au/)

**HUMAN RESOURCES**

You will receive forms from HR prior to your commencement, along with your contract. These forms need to be processed as soon as possible to confirm your employment and register you on the payroll.
All staff, including casual staff, must log in to the ESS system to access their pay slips (please note that pay slips are not mailed out to employees), or to update your personal details, emergency contacts, qualifications, banking details, etc.  
www.hr.uwa.edu.au/hr/user_support/applications2/web_self_service

All staff need to book leave via ESS, including sick leave. You are also able to check your leave balances in ESS. Relatively long holidays and long service leave should be discussed with your Line Manager before leave is booked; long service leave should be agreed at least six months in advance. Some categories of leave (e.g. study leave, sabbatical, etc) need to be booked via a form – forms are available on the HR website at http://www.hr.uwa.edu.au/working/forms

KEYS
The School’s admin staff will issue you with a key for your office. You are responsible for its return when you leave. Do not lend your key to any other person or make duplicates. If you lose your key please advise the School immediately. You will be charged the cost of replacement keys.

LIBRARIES
All UWA library users require their UWA Person ID (staff, student or visitor number) and their Pheme password to access library systems and services as follows:
  - Check or renew your loans;
  - Course Materials Online (CMO);
  - Get It (Document Delivery);
  - Remote access to online resources (access from outside the UWA library);
  - SuperSearch.

Please note that your Campus Card serves as your library card.

A list of UWA libraries can be found here: http://www.is.uwa.edu.au/about/contact-us

The School’s library is housed in the Resource Room. All books borrowed from the Resource Room must be recorded on the sheet in the Resource Room. The School has a subscription to The Economist magazine – please do not remove these magazines from the Resource Room.

MAIL
The School’s Mail Bag Delivery Point number is M089. Mail is delivered and collected ONCE daily between approximately 10.30am and 11am in the Admin Office. Internal mail for other areas within the university should be placed in the mailbag, clearly quoting the addressee and mail box number. If you require work-related mail to be couriered please speak to the admin staff.

Incoming mail will be placed in your pigeonhole, located in the corridor outside the Admin Office. Please ensure that you check and clear your pigeonhole regularly.

If you want to put any personal mail in the mailbag, you must put an Australia Post stamp on the envelope for the correct value. If you are unsure of the value or require express mail for personal items, please use the Australia Post Office located at Broadway Fair shopping centre.

MORNING TEAS
Birthdays are normally celebrated with the ageing member of the School bringing in a treat of some kind for their colleagues (usually a cake (or two!)). To date, nobody has considered it necessary to limit the number of birthdays any School member may wish to have in any one year. This tradition of treating other members of the School (and oneself) also applies to those persons departing or returning after an extended break, receiving an unexpected financial windfall OR any other reason as deemed appropriate by the School!
It is the practice of the school for new staff members/PhD students to be given a welcoming morning tea in the Resource Room, within the first couple of weeks of commencement. This is organised by the Admin staff and paid for by the school. This will give you an opportunity to meet the other members of the school and all are encouraged to attend.

JOURNALS AND MAGAZINES
The latest edition of the Economist and other general reading materials are also kept in the Resource Room for everyone’s viewing. Please do not remove the Economist magazines from this room.

NOTICE BOARDS
There are a few notice boards in the School: the Resource Room, the eastern foyer and opposite the Admin Office. Please check regularly for new notices.

PHHEME
Pheme is the name of the password you will be given which allows you to access most UWA websites and systems. You should activate your Pheme account as soon as possible. Use a web browser and navigate to www.pheme.uwa.edu.au and follow the instructions given.

Pheme support is available at:
* Staff: http://help.ams.uwa.edu.au/pheme/help/staff

The Pheme website also allows you to reset a forgotten password.

PHOTOCOPYING
The School’s photocopier is situated in the Resource Room. You will need a personal ID code to use the photocopier, and this will be issued to you by the Admin Office during your induction.

The photocopier can also scan documents and email them to you, but your email address must be set up on the photocopier; please ask the School’s admin staff if you require help with setting this up.

PERFORMANCE DEVELOPMENT AND APPRAISAL (PDA)
All staff, except for casual staff, are required to participate in an annual Performance Development and Appraisal (PDA) review: http://www.hr.uwa.edu.au/development/appraisal.

You will have your commencing review (CPDA) within 2 months of commencement and then a PDA at least every 12 months thereafter.

PURCHASING
If you wish to make a purchase you must complete an online requisition form: http://www.are.uwa.edu.au/staff/purchasing/online-requisition-form. You must complete all required fields, including the relevant Project Grant (PG) number and you must ensure you enter the correct email address of the owner of the PG, as it will be sent to them for approval. If you are the owner of the PG, enter the School Manager’s email address for approval.

Once the requisition form is approved, the School's admin staff will then advise you on how to make the purchase. The School’s preferred method of payment is via the School’s credit card – please speak to admin staff to arrange a purchase if the amount is less than $5000. Where the supplier needs to issue an invoice, the staff member must complete a requisition form as normal, and a quote from the supplier will need to be attached as per quotation guidelines (see next paragraph). The Admin Officer will then create a Purchase Order (PO) for this purchase which will be emailed to the supplier, who then needs to
create an invoice quoting that PO number. All invoices have to be sent directly to Accounts Payable at UWA, not to the School (this information is included on the PO).

There are UWA guidelines relating to obtaining quotations or issuing tenders and these must be followed. For example, purchases $1,000 and over require one written quote, and purchases $10,000 and over need to have three written quotes. Ask for admin assistance or refer to the financial services website for further details: [http://www.finserv.uwa.edu.au/guidelines/guidelines/ap/qt](http://www.finserv.uwa.edu.au/guidelines/guidelines/ap/qt)

The University has entered into arrangements with preferred supplier agreements for certain types of goods. Preferred suppliers must be used whenever possible. A full list of preferred suppliers is available at [http://www.finserv.uwa.edu.au/procurement/preferred-supplier/auth](http://www.finserv.uwa.edu.au/procurement/preferred-supplier/auth) (you will need to log in using your Pheme password). If you need clarification regarding purchasing please contact the School’s admin staff.

For more information about purchasing see the staff page of ARE’s website: [http://www.are.uwa.edu.au/staff/purchasing](http://www.are.uwa.edu.au/staff/purchasing)

**REIMBURSEMENTS**

You must always have your requisition form approved prior to making a purchase. If you require a reimbursement for an authorised purchase you must provide the original itemised tax receipt to the School’s admin staff, along with the requisition form.

If the reimbursement is less than $50 you can be reimbursed cash from petty cash. However, for amounts more than $50 your reimbursement will need to be processed by the School’s admin staff through UWA Financial Services and will take approximately two weeks. The money will be transferred to your bank account.

The School’s preferred purchasing method is by using the School’s credit card, so please speak to the admin staff prior to making the purchase (note you must always have your requisition form approved prior to making a purchase).

**RESOURCE ROOM**

The Resource Room is for everyone to enjoy. It is not any one person’s responsibility to clean up. Therefore, please make sure you clean up after yourself after using the kitchen facilities, and tidy up after reading newspapers, books or magazines. If you use the fridge please make sure you throw away your old food scraps.

Put your name on anything you prefer not to be used by anyone but yourself.

There is a normal bin for rubbish and a recycling bin – please make sure you put recyclable items into the recycling bin such as paper and recyclable containers.

**SAFETY AND HEALTH**

Please take the time to familiarise yourself with the School’s safety manual [http://www.are.uwa.edu.au/staff/safety-and-health](http://www.are.uwa.edu.au/staff/safety-and-health) and the safety and health advice available [http://www.safety.uwa.edu.au/](http://www.safety.uwa.edu.au/). New staff are to complete a Safety and Health induction – the admin staff will arrange this for you. Some key aspects of Safety and Health in relation to the School are:

- Call UWA security (extension 2222) if you have concerns for your safety;
- Ensure your computer workstation is set up correctly;
- Make sure you take breaks away from your computer every hour to reduce the risk of injury and to refresh the mind;
• Follow the correct work plan and procedures when doing fieldwork (see the School Manager well in advance of fieldwork travel to ensure your fieldwork is authorised);
• Assistance programs are available for employees and students who are experiencing difficulties of a personal or work-related nature;
• If you spot a hazard please let the School Manager or admin staff member know immediately. Your reporting may save yourself or someone else from injury;
• Our Safety and Health representative is listed in the ‘Other Useful Telephone Numbers’ section at the top of this handbook.

Safety and Health in the workplace is everyone’s responsibility.

SECURITY/INSURANCE
Please keep your office locked when you are not in the room. There are frequently thefts on campus so do not assume that your items will be safe if you leave the room unlocked. The University's insurance does not cover personal items. However, all thefts must be reported immediately: http://www.security.uwa.edu.au/report/theft. Call Security on 2222 if you have any immediate security concerns.

Computers must be locked down securely. Security cables, brackets and combination locks are available via the School’s Admin Office. Laptops should be locked away securely when not in use.

Prior to any UWA property being removed from campus, authorisation is to be obtained – please see the admin staff for paperwork.

Further information on insurance is available from: http://www.safety.uwa.edu.au/insurance

SEMINARS
School Seminars are held during first and second semester. Information regarding date, time, speaker and topic is circulated by email and is available on the School’s website http://www.are.uwa.edu.au/research/seminars. All academic members of the School, including postgraduate research students, are expected to contribute to the School seminar program, both by making presentations of their research and by attending seminars whenever possible. Regular attendance at seminars broadens your knowledge of agricultural and resource economics.

STAFF ORIENTATION
The University has a Staff Orientation twice annually for new staff. You are introduced to various UWA personnel, supplied with literature on the University and taken on a guided tour around campus. Notification of orientations is sent by email, so please enrol for the first available session.

STAFF PARKING
Only ongoing and fixed-term staff may apply for a red staff parking permit.

Ongoing and fixed-term staff, who are also students, are not eligible for a student parking permit.

Official Business Permits can be obtained from the School’s Admin Office and are valid for one day only. There are guidelines as to who can use these permits, so please ask the Admin Office prior to the day as to whether your visitor/contractor etc can obtain one. http://www.transport.uwa.edu.au/car-pooling/handbook/special
Please ensure during the year that you do not park in the incorrect bays or you may receive a parking infringement. The car parking areas both in and around the campus are frequently patrolled by university parking staff and local council rangers.

For further information on parking, please see the following webpage: http://www.parking.uwa.edu.au/parking/handbook/staff

STATIONERY

General stationery items are supplied by the School and are kept in the stationery cupboard near the Resource Room – the key is kept in the Admin Office. Please advise the admin staff if you have specific requirements or anticipate a high usage of a particular item. Please complete the Stationery Usage form located in the stationery cupboard and make a note if you have taken a low stock item. For non-standard items you may be required to complete a requisition form.

TELEPHONE

When using an office phone you can call internal (UWA) numbers by just dialling the extension. For example, to call Security just dial 2222. However, if you are calling an external line from a UWA phone you need to dial 0 first, and then the full number.

All UWA phone numbers start with the prefix 6488, so if you are calling a UWA number from your home phone or mobile phone you must include 6488 prior to the extension (e.g. to call Security from your mobile dial 6488 2222).

If you are having a problem with your phone line please call the Telephonists on extension 99.

TRAVEL BOOKINGS/CONFERENCE BOOKINGS

Travel bookings are done through the online Trobexis system and staff make their own bookings. Log in using your Pheme password: www.trobexis.com/uwaprd. There are three approved travel agents that UWA uses: Tertiary Travel, Campus Travel and STA, and you can select which you send your travel booking through to. New staff members will need to complete a UWA Individual Traveller Profile prior to making a booking.


You need to ensure you fill out the Travel Diary in Trobexis for each trip where required, and be clear whether days are private or business – if you are working on the weekend or in a hotel room it is recommended that you include details of your work, to avoid days being counted as ‘private’ and potentially incurring Fringe Benefits Tax. It is important that you read the Fringe Benefits Tax section in this Handbook.

For technical issues with Trobexis do not ask the travel agent for assistance – instead please contact Financial Services Helpdesk on extension 8777 or email help-finserv@uwa.edu.au.

A requisition form is not required for travel bookings in Trobexis, as this is automatically generated when a booking is made and authorised. However, if your travel booking is being paid by a Project Grant owned by someone else, the Admin Office needs to receive email confirmation from the owner of the Project Grant, authorising the booking.

Conference registrations (e.g. the Annual AARES Conference) are often booked online and may require payment by the School’s credit card – please contact the Admin Office for assistance. A requisition form for conference bookings, along with a copy of the conference registration form, will be required. You must pay for your own membership fees personally.
VEHICLES
Bookings for UWA vehicles can be made through other Schools within the Faculty (for example Plant Biology) and can be organised via ARE’s Admin Office.

WEBSITE
The School’s website is a very useful source of information and it is strongly recommended that you look through it thoroughly and refer to it regularly: www.are.uwa.edu.au

The School also has a Facebook page which is kept regularly updated with news and events and which we encourage you to follow: www.facebook.com/AREatUWA

You can also follow us on Twitter: @AREatUWA

We are always keen to put stories onto the website, Facebook or Twitter, so we very much welcome stories and photos from staff about publications, research grants, conferences and trips, successes, collaborations, or other relevant events. Please forward any of these stories to the School Manager, or to CEEP’s Research Officer if you are a staff member of CEEP.

It is very important that each academic staff member keeps their research profile page up to date. Instructions for updating your profile are as follows:

- In the UWA directory http://directory.uwa.edu.au/ search on your name;
- When your entry is displayed, click on your name (do not click on the email address);
- At the bottom of the page, click on the words ‘this link’ to bring up a login screen;
- Enter your staff ID as the password (including the preceding zeros);
- Relevant details can then be added to each field;
- If you’re including a photo of yourself, please use a jpeg that is 270 pixels wide by 320 pixels tall;
- Once the entry is complete, select the "Submit changes" button. Your new details will be updated overnight.