

LEGISLATIVE COUNCIL
Question On Notice

Wednesday, 13 September 2017

377. Hon Robin Chapple to the Minister for Regional Development representing the Minister for Mines and Petroleum

I refer to the Department of Mines and Petroleum (DMP) Environment E- newsletter Edition number 4, dated 19 December 2012, titled, *Directors foreword: 2012 at a glance* and the recruitment of extra additional environmental officers, and ask:

(a) can the Minister advise what was the total cost of the recruitment campaign to employ and engage new DMP environmental employees/contractors which were recruited as part of the recruitment campaign in October, November, December 2012 and January to December 2013;

(b) if no to (a), why not;

(c) can the Minister advise what was both the total number of environmental employees/contractors within the environment division in July 2012 and the total operating costs for salaries/wages and contractor payments made by the DMP;

(d) if no to (c), why not;

(e) on or around July/August 2012, can the Minister explain with detail why the workload within the environmental division could not have been dealt with utilising the existing level of employee/contractor numbers within the DMP thereby totally necessitating the recruitment campaign of new employees in October 2012 through till December 2013;

(f) if no to (e), why not;

(g) can the Minister explain what specific skills/expertise for each newly created respective position of employees/contractors did the DMP environmental division not have prior to October 2012 when the recruitment campaign was purportedly in full swing;

(h) if no to (g), why not;

(i) will the Minister table copies of all the job description statements/forms which were previously publicly available for all the newly created respective positions of employees/contractors recruited in October, November, December 2012 and January to December 2013;

(j) if no to (i), why not;

(k) for each of the newly created positions from October, November, December 2012 and January to December 2013, can the Minister advise the respective level of remuneration, the title of the position/contract and the level within the public service; and

(l) if no to (k), why not?

Answer

(a) \$198 234

(b) Not applicable

(c) Total number of environmental employees/contractors: 62

Total operating costs for salaries and wages: \$562 000 (inclusive of superannuation)

Total contractor payments: \$15 587

- (d) Not applicable
- (e) The recruitment of additional senior staff was undertaken as part of the Reforming Environmental Regulation (RER) program.
The objective of the RER program was to implement the principles of best practice regulation. Specifically, the RER program aimed to consolidate and complement a range of policy, processes, systems and legislative reforms to provide assurance to the community that the industry is effectively regulated.
- (f) Not applicable
- (g) The recruitment campaign attracted a number of experienced senior staff to the Division, including the new roles of Director Operations, General Managers, as well as several team leader and senior environmental officer positions. These positions ensured the Department had the necessary knowledge, skills, experience and capacity to achieve best practice environmental regulation.
- (h) Not applicable
- (i) [*See tabled paper No.*]
- (j) Not applicable
- (k) [*See tabled paper No.*]
- (l) Not applicable



MINISTER FOR MINES AND PETROLEUM

Department of
Mines and Petroleum

JOB DESCRIPTION FORM

JOB DETAILS

Position Title: General Manager Administration and Reform **Position number:** MP120091
Work Group: Approvals **Position Level:** Level 8

ROLE SPECIFIC RESPONSIBILITIES

The following outlines the duties, responsibilities and key result areas related to this job. They are not listed in any specific order of priority:

Leads and manages the operations, resources and staff of the Business Support Branch.
As a member of the senior management team supports the Department's strategic direction by ensuring corporate planning processes and reporting requirements are satisfied.
Coordinates strategic business support activities including managing a Quality Management System (QMS), process improvement initiatives and developing risk management strategies.
Manages branch activities and ensures Divisional priorities are effectively translated into operational goals.
Leads the development and delivery of business services, including information management and reporting, finance, budgeting and general administrative support, ensuring compliance with internal and external policies and guidelines.
Leads and fosters the development of human resources, including performance management and work force planning
Leads and manages the ongoing strategic development and management of the Environment levies and charges .
Manage the implementation of the Reforming Environmental Regulation (RER) program.
Leads and manages change within the team to achieve organisational goals and enhance performance through effective communication and working relationships with internal/ external stakeholders.
Coordinates and manages the division's community engagement strategies and promotional opportunities.
Coordinates activities and liaises with the legal and other relevant parties as required on administration of Environmental Legislation and Regulations.
Acts as Executive Director as required.

CORPORATE RESPONSIBILITIES

Responsible for the achievement of corporate objectives through effective management and by focusing a work group on stakeholder needs.
Provides effective leadership within corporate policies and procedures and ensures staff demonstrate expected behaviours aligned with the Department Code of Conduct.

JOB REQUIREMENTS

The following qualifications, experience and job specific skills are required to successfully fulfil this job.

A relevant tertiary qualification and/or substantial business management experience in a similar regulatory environment.
 Demonstrated experience in successfully implementing initiatives and programs.
 Demonstrated experience in the management of human, financial and information resources.
 Demonstrated high level strategic management skills, including an ability to lead and develop staff within a positive team environment.

The following capabilities are required for this position;
 Demonstrates appropriate leadership behaviour, takes responsibility, promotes accountability and motivates others.
 Takes responsibility for meeting objectives and progressing work and commits to ensure goals are achieved within budget.
 Monitors progress and identifies risks that may impact on outcomes and adjusts plans as required.
 Fosters teamwork, rewards cooperative and collaborative behaviour and resolves conflict using appropriate strategies.
 Encourages debate and identifies common ground to facilitate agreement and acceptance of mutually beneficial solutions.

OTHER APPOINTMENT FACTORS OR CONDITIONS

Covers any other conditions that may be applicable to this job.

Pre-screening or other employment requirements:	National Police Clearance.
Job Location: <i>(If not regional or overseas, may be deployed in any Perth office.)</i>	Mineral House - East Perth
Accommodation: <i>(If Regional, GROH accommodation may be applicable.)</i>	N/A
Allowances: <i>(List allowances, if applicable to this position.)</i>	N/A
Special Conditions: <i>(List any special conditions that may apply to this position.)</i>	N/A
Specialised Equipment Operated: <i>(Specify type of equipment, make and model, operated.)</i>	N/A

ORGANISATIONAL CONTEXT**Departmental Overview**

The Department of Mines and Petroleum (DMP) is the State's lead agency in attracting private investment in resources exploration and development through the provision of geoscientific information on minerals and energy resources, and management of an equitable and secure titles systems for the mining, petroleum and geothermal industries.

It also carries prime responsibility for regulating these extractive industries and dangerous goods in Western Australia, including the collection of royalties and ensuring that safety, health and environmental standards are consistent with relevant State and Commonwealth legislation, regulations and policies.

Group Context

The Approvals Group within DMP is responsible for the effective administration of the minerals and energy sector of Western Australia. It does this through administering and, where appropriate, changing legislation, and continuously improving the Group's effectiveness by working with stakeholders within and outside government.

Operational Context

The Environment Division provides environmental regulatory and policy services for the industry and the community.

The goal of the Division is to be respected by industry and the community generally as the leading and preferred agency for the provision of environmental regulatory and policy services for the mineral and petroleum industries that are conducive to responsible development. For further information, please visit the Environment area of the DMP website.

OTHER JOB-RELATED INFORMATION

Position No:	MP120091	Position Title:	General Manager Administration and Reform
Effective Date:	15/11/2012	Job Location:	Mineral House - East Perth

Organisational Placement within the Department Structure:-

Group:	Approvals
Division:	Environment
Branch:	Business Development
Section:	N/A

JOB REPORTING RELATIONSHIPS

This position reports to:	Executive Director	Classification Level: L9
Supervisor Position No:	IR040144	

Other positions reporting directly to this supervisor: 10

Executive Assistant - (MP100036)	L3
General Manager Business Develop - (IR060013)	L8
General Manager Environment - (MPR02081)	SCL5

General Manager Environment - (MP120050)	SCL5
General Manager Petroleum Environment - (MIN00011)	SCL5
Manager Minerals - (01285907)	SCL4
Manager Minerals - (IR050113)	SCL4
Manager Native Vegetation - (IR050047)	SCL4
Senior Environment Advisor - (MPR02287)	SCL5
Senior Environmental Project Officer - (MP110059)	SCL3

Positions reporting to this job: To be confirmed

JOB CERTIFICATION & REGISTRATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE _____

SIGNATURE _____

DATE _____

DATE _____

Registration date will be the date the Director General (or approved delegate) certifies this document.

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Department of
Mines and Petroleum

JOB DESCRIPTION FORM

JOB DETAILS

Position Title: Manager Environmental Reform
Work Group: Approvals

Position number: MP120092
Position Level: Level 7

ROLE SPECIFIC RESPONSIBILITIES

The following outlines the duties, responsibilities and key result areas related to this job. They are not listed in any specific order of priority:

Provides high level advice on issues related to the development, implementation and management of reform projects.
Identifies, analyses and implements agreed solutions for potential issues.
Responsible for strategic project delivery, including project scoping, risk management, schedules/timeframes establishment and progress reporting against agreed timelines.
Coordinates the development of related Environmental Legislation and oversees the development of guidance material and policy documents.
Leads the identification, development and consistent application of financial and accounting policies, strategies and frameworks to ensure compliance with Government and DMP policies.
Contributes to the implementation and review of appropriate IT and administrative systems.
Consults and liaises with industry, government agencies and other stakeholder groups as required.
Develops project specifications/statement of works and engages contract support as required.
Represent the Division and the Department on relevant committees and other working groups.
Establishes and maintains an extensive network of contacts with people in the State and Commonwealth Governments, industry and relevant interest groups.

CORPORATE RESPONSIBILITIES

Contributes to or responsible for the achievement of corporate objectives through effective management by ensuring that stakeholders are dealt with in a professional and timely manner.
Provides effective leadership within corporate policies and procedures and ensures staff demonstrate expected behaviours aligned with the Department Code of Conduct.
Performs other roles/tasks as directed.

JOB REQUIREMENTS

The following qualifications, experience and job specific skills are required to successfully fulfil this job.

Extensive experience in project management and policy development, analysis, interpretation and implementation.

Good understanding of financial and contract management principles.

Demonstrated experience of working in a regulatory environment and working with a range of legislation and regulations to ensure compliance.

A relevant tertiary qualification would be highly regarded

The following capabilities are required for this position;

Demonstrates appropriate leadership behaviour, takes responsibility, promotes accountability and motivates others.

Consults and shares information to ensure others are kept informed of issues, involves people, encourages them and recognises their contribution.

Takes personal responsibility for meeting objectives and progressing work and shows initiative and commits energy and drive to see that goals are achieved.

Reviews project performance and focuses on identifying opportunities for continuous improvement.

Establishes clear plans and timeframes for project implementation and outlines specific activities.

Demonstrates appropriate leadership behaviour, takes responsibility, promotes accountability and motivates others.

OTHER APPOINTMENT FACTORS OR CONDITIONS

Covers any other conditions that may be applicable to this job.

Pre-screening or other employment requirements:	National Police Clearance.
Job Location: <i>(If not regional or overseas, may be deployed in any Perth office.)</i>	Mineral House - East Perth
Accommodation: <i>(If Regional, GROH accommodation may be applicable.)</i>	N/A
Allowances: <i>(List allowances, if applicable to this position.)</i>	N/A
Special Conditions: <i>(List any special conditions that may apply to this position.)</i>	N/A
Specialised Equipment Operated: <i>(Specify type of equipment, make and model, operated.)</i>	N/A

ORGANISATIONAL CONTEXT

Departmental Overview

The Department of Mines and Petroleum (DMP) is the State's lead agency in attracting private investment in resources exploration and development through the provision of geoscientific information on minerals and energy resources, and management of an equitable and secure titles systems for the mining, petroleum and geothermal industries.

It also carries prime responsibility for regulating these extractive industries and dangerous goods in Western Australia, including the collection of royalties and ensuring that safety, health and environmental standards are consistent with relevant State and Commonwealth legislation, regulations and policies.

Group Context

The Approvals Group within DMP is responsible for the effective administration of the minerals and energy sector of Western Australia. It does this through administering and, where appropriate, changing legislation, and continuously improving the Group's effectiveness by working with stakeholders within and outside government.

Operational Context

The Environment Division provides environmental regulatory and policy services for the industry and the community.

The goal of the Division is to be respected by industry and the community generally as the leading and preferred agency for the provision of environmental regulatory and policy services for the mineral and petroleum industries that are conducive to responsible development . For further information, please visit the Environment area of the DMP website.

OTHER JOB-RELATED INFORMATION

Position No:	MP120092	Position Title:	Manager Environmental Reform
Effective Date:	2/11/2012	Job Location:	Mineral House - East Perth

Organisational Placement within the Department Structure:-

Group:	Approvals
Division:	Environment
Branch:	Business Development
Section:	N/A

JOB REPORTING RELATIONSHIPS

This position reports to:	General Manager Administration and Reform		
Supervisor Position No:	MP120091	Classification Level:	

Other positions reporting directly to this supervisor: 0

Positions reporting to this job: 0

JOB CERTIFICATION & REGISTRATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE _____

SIGNATURE _____

DATE _____

DATE _____

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Department of
Mines and Petroleum

JOB DESCRIPTION FORM

JOB DETAILS

Position Title: Director Operations
Work Group: Approvals

Position number: MP120026
Position Level: Level 8

ROLE SPECIFIC RESPONSIBILITIES

The following outlines the duties, responsibilities and key result areas related to this job. They are not listed in any specific order of priority:

Manages the environmental regulation of the mineral and petroleum industry sectors
Leads teams to drive and champion the implementation and engagement of environmental regulatory reform, continuous improvement and change management approaches.
Liaises with stakeholders, the general public and industry organisations to develop and maintain effective working relationships and secure commitment to the Division's objectives, while enhancing confidence in the role of the regulator.
Drives the achievement of individual and collective team goals; including working within multidisciplinary teams within a project management framework and developing the capacity of others through effective mentoring.
Contributes to the implementation of best practice standards and achievements of the Operational Plan.
Manages assessments, audits and inspections required under legislation
Develop policies, legislation governance, standards and protocol, including improvements to business processes and systems.
Administers environmental regulatory legislation and implementation of the Reforming Environmental Regulation (RER) program.
Monitors and evaluates environmental regulatory projects and operations on the basis of auditable performance and reporting measures, risk management and cost effectiveness.
Ensures compliance with and assists in developing governance, reporting standards and protocols and risk management requirements.
Direct sensitive, high-level enforcement activity aligned with the Division's programs and policies; including preparing investigation and prosecution reports.
Responds to requests for complex regulatory and technical information; initiates and responds to correspondence; relating to complex regulatory issues.

CORPORATE RESPONSIBILITIES

Responsible for the achievement of corporate objectives through effective management and by focusing a work group on stakeholder needs.

Builds productive working relationships with community stakeholders to ensure effective community engagement, provide opportunities to input on policy and to facilitate agreement of mutually beneficial solutions.

Provides effective leadership within corporate policies and procedures and ensures staff demonstrate expected behaviours aligned with the Department Code of Conduct.

JOB REQUIREMENTS

The following qualifications, experience and job specific skills are required to successfully fulfil this job.

A Bachelor degree and/or demonstrated knowledge and extensive experience of environmental management.

Proven leadership and management skills particularly in relation to building and optimising peoples capabilities and developing motivated and cohesive work teams to achieve cultural change.

The following capabilities are required for this position;

Demonstrates appropriate leadership behaviour, takes responsibility, promotes accountability, motivates others.

Fosters teamwork and rewards cooperative and collaborative behaviour. Resolves conflict using appropriate strategies.

Takes responsibility for meeting objectives and progressing work. Commits to ensure goals are achieved.

Undertakes objective, critical analysis, presents logical arguments and draws accurate conclusions. Explores possibilities and creative alternatives to minimise risk.

Evaluates ongoing project performance and identifies critical risk factors. Responds to changing demands.

Prepares reports, ministerial and other material.

OTHER APPOINTMENT FACTORS OR CONDITIONS

Covers any other conditions that may be applicable to this job.

Pre-screening or other employment requirements:	National Police Clearance Pre-Employment Medical Assessment Psychological assessment forms part of the selection process. Possession of a current WA 'C' class driver's licence
Job Location: <i>(If not regional or overseas, may be deployed in any Perth office.)</i>	Mineral House - East Perth
Accommodation: <i>(If Regional, GROH accommodation may be applicable.)</i>	N/A
Allowances: <i>(List allowances, if applicable to this position.)</i>	N/A
Special Conditions: <i>(List any special conditions that may apply to this position.)</i>	N/A
Specialised Equipment Operated: <i>(Specify type of equipment, make and model, operated.)</i>	N/A

ORGANISATIONAL CONTEXT**Departmental Overview**

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It also carries prime responsibility for regulating these extractive industries and dangerous goods in Western Australia, including the collection of royalties and ensuring that safety, health and environmental standards are consistent with relevant State and Commonwealth legislation, regulations and policies.

Group Context

The Approvals Group within DMP is responsible for the effective administration of the minerals and energy sector of Western Australia. It does this through administering and, where appropriate, changing legislation, and continuously improving the Group's effectiveness by working with stakeholders within and outside government.

Operational Context

The Environment Division provides environmental regulatory and policy services for the industry and the community. The goal of the Division is to be respected by industry and the community generally as the leading and preferred agency for the provision of environmental regulatory and policy services for the mineral and petroleum industries that are conducive to responsible development. For further information, please visit the Environment area of the DMP website.

OTHER JOB-RELATED INFORMATION

Position No: MP120026 **Position Title:** Director Operations
Effective Date: 7/01/2013 **Job Location:** Mineral House - East Perth

Organisational Placement within the Department Structure:-

Group: Approvals
Division: Environment
Branch: N/A
Section: N/A

JOB REPORTING RELATIONSHIPS

This position reports to: Executive Director
Supervisor Position No: IR040144 **Classification Level:** L9

Other positions reporting directly to this supervisor: 2

Executive Assistant - (MP100036) L3
 General Manager Administration and Reform - (MP120091) L8

Positions reporting to this job: 4

General Manager - Minerals Kalgoorlie - (MP120029) SCL5
 General Manager - Petroleum - (MP120030) SCL5
 General Manager Minerals - North - (MP120028) SCL5
 General Manager Minerals - South - (MP120027) SCL5

JOB CERTIFICATION & REGISTRATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

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Department of
Mines and Petroleum

JOB DESCRIPTION FORM

JOB DETAILS

Position Title: General Manager Minerals - South
Work Group: Approvals

Position number: MP120027
Position Level: Specified
Calling L5

ROLE SPECIFIC RESPONSIBILITIES

The following outlines the duties, responsibilities and key result areas related to this job. They are not listed in any specific order of priority:

Provides high level specialist/technical advice to the department Executive, minerals and energy sector, general public and industry organisations applying to:

- the Mining Act 1978 (WA),
- the Petroleum and Geothermal Energy Resources Act 1967 (WA),
- the Petroleum Pipelines Act 1969 (WA),
- the Petroleum Submerged Lands Act 1982 (WA) and
- the Environmental Protection Act 1986 and
- the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.

As an inspector administers provisions of environmental legislative and regulatory requirements across the minerals and petroleum industry sectors.

Develops and maintains effective working relationships and secure commitment to the Division's objectives, while enhancing confidence in environmental regulatory approvals processes.

Leads and manages a team of environment officers to drive and champion the implementation and engagement of environmental regulatory reform, continuous improvement and change management approaches.

Drives the achievement of individual and collective team goals; including working within multidisciplinary teams within a project management framework and developing the capacity of others through effective mentoring.

Contributes to the implementation of best practice standards and achievement of the Operational Plan.

Manages assessments, audits/inspections and performance monitoring of mining and exploration approvals for compliance with environmental regulatory requirements.

Contributes to the development of policies, legislation governance, standards and protocol, including improvements to business processes and systems.

Administers environmental regulatory legislation and implementation of the Reforming Environmental Regulation (RER) program.

Develops and manages internal governance measures to ensure compliance with reporting standards and protocols and risk management requirements related to assessments, audits, inspections and exploration approvals.

Leads and coordinates effective responses to regulatory issues in the minerals and energy sector.

Represents the Branch and Agency on state and national standard setting and environmental reforms and related policy committees.

CORPORATE RESPONSIBILITIES

Contributes to or responsible for the achievement of corporate objectives through effective management by ensuring that stakeholders are dealt with in a professional and timely manner.

Builds productive working relationships with community stakeholders to ensure effective community engagement, provide opportunities to input on policy and to facilitate agreement of mutually beneficial solutions.

Provides effective leadership within corporate policies and procedures and ensures staff demonstrate expected behaviours aligned with the Department Code of Conduct.
Performs other roles/tasks as directed.

JOB REQUIREMENTS

The following qualifications, experience and job specific skills are required to successfully fulfil this job.

A Science, Environmental Science or Natural Resource Management degree.
Demonstrated knowledge and experience of environmental management.
Proven leadership and management skills.

The following capabilities are required for this position;

Demonstrates appropriate leadership behaviour, takes responsibility, promotes accountability, motivates others.

Fosters teamwork and rewards cooperative and collaborative behaviour. Resolves conflict using appropriate strategies.

Takes responsibility for meeting objectives and progressing work. Commits to ensure goals are achieved.

Undertakes objective, critical analysis, presents logical arguments and draws accurate conclusions. Explores possibilities and creative alternatives to minimise risk.

Evaluates ongoing project performance and identifies critical risk factors. Responds to changing demands.

Prepares reports, ministerial and other material.

OTHER APPOINTMENT FACTORS OR CONDITIONS

Covers any other conditions that may be applicable to this job.

Pre-screening or other employment requirements:	National Police Clearance Pre-Employment Medical assessment. Psychological assessment forms part of the selection process. Possession of a current WA 'C' class driver's licence
Job Location: <i>(If not regional or overseas, may be deployed in any Perth office.)</i>	Mineral House - East Perth
Accommodation: <i>(If Regional, GROH accommodation may be applicable.)</i>	N/A
Allowances: <i>(List allowances, if applicable to this position.)</i>	N/A
Special Conditions: <i>(List any special conditions that may apply to this position.)</i>	N/A
Specialised Equipment Operated: <i>(Specify type of equipment, make and model, operated.)</i>	N/A

ORGANISATIONAL CONTEXT**Departmental Overview**

The Department of Mines and Petroleum (DMP) is the State's lead agency in attracting private investment in resources exploration and development through the provision of geoscientific information on minerals and energy resources, and management of an equitable and secure titles systems for the mining, petroleum and geothermal industries.

It also carries prime responsibility for regulating these extractive industries and dangerous goods in Western Australia, including the collection of royalties and ensuring that safety, health and environmental standards are consistent with relevant State and Commonwealth legislation, regulations and policies.

Group Context

The Approvals Group within DMP is responsible for the effective administration of the minerals and energy sector of Western Australia. It does this through administering and, where appropriate, changing legislation, and continuously improving the Group's effectiveness by working with stakeholders within and outside government.

Operational Context

The Environment Division provides environmental regulatory and policy services for the industry and the community. The goal of the Division is to be respected by industry and the community generally as the leading and preferred agency for the provision of environmental regulatory and policy services for the mineral and petroleum industries that are conducive to responsible development. For further information, please visit the Environment area of the DMP website.

OTHER JOB-RELATED INFORMATION

Position No: MP120027 **Position Title:** General Manager Minerals - South
Effective Date: 5/02/2013 **Job Location:** Mineral House - East Perth

Organisational Placement within the Department Structure:-

Group: Approvals
Division: Environment
Branch: N/A
Section: Minerals South

JOB REPORTING RELATIONSHIPS

This position reports to: Executive Director
Supervisor Position No: IR040144 **Classification Level:** L9

Other positions reporting directly to this supervisor: 3

Director Operations - (MP120026) L8
 Executive Assistant - (MP100036) L3
 General Manager Administration and Reform -
 (MP120091) L8

Positions reporting to this job: 2

Team Leader - (MP120032) SCL4
 Team Leader - (MP120033) SCL4

JOB CERTIFICATION & REGISTRATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

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Department of
Mines and Petroleum

JOB DESCRIPTION FORM

JOB DETAILS

Position Title: Team Leader
Work Group: Approvals

Position number: MP120032
Position Level: Specified
Calling L4

ROLE SPECIFIC RESPONSIBILITIES

The following outlines the duties, responsibilities and key result areas related to this job. They are not listed in any specific order of priority:

Provide specialist/technical advice to the department Executive, minerals and energy sector, general public and industry organisations applying to:

- _ the Mining Act 1978 (WA),
- _ the Petroleum and Geothermal Energy Resources Act 1967 (WA),
- _ the Petroleum Pipelines Act 1969 (WA),
- _ the Petroleum Submerged Lands Act 1982(WA) and
- _ the Environmental Protection Act 1986 and
- _ the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.

Supervises a team of environmental officers and coordinates assessments, audits/inspections and performance monitoring of minerals and petroleum approvals for compliance with environmental regulatory requirements.

Drives and champions the implementation and engagement of environmental regulatory reform, continuous improvement and change management approaches.

Administers provisions of environmental legislative and regulatory requirements across the minerals and petroleum industry sectors.

Develops and maintains effective working relations and secures commitment to the Division's objectives, while enhancing confidence in environmental regulatory approvals processes.

Reviews, assesses and makes recommendations regarding the adequacy of Environmental Regulatory Reports, Risk Assessments, Risk Modeling, Environmental Regulatory Management Systems and third party audits for exploration and development approvals.

Coaches and mentors less experienced staff.

Undertakes audits/inspections and performance monitoring of mining and exploration approvals for compliance with environmental regulatory requirements.

Undertakes enforcement activities aligned with the Division's programs and policies.

Prepares investigation reports on breaches of the Act and regulations.

Responds to requests for complex regulatory and technical information; initiates and responds to correspondence; prepares documentation to provide transparency of environmental approval processes.

Contributes to the implementation of best practice standards and achievement of the Operational Plan.

Contribute to the development of policies, legislation governance standards and protocol, including improvements to business processes and systems.

Administer environmental regulatory legislation and implementation of the Reforming Environmental Regulation (RER) program.

Liaises with companies, industry organisations and other government agencies to develop and maintain effective working relationships and secure commitment to the Division's objectives, while enhancing confidence in the environmental regulatory reforms.

CORPORATE RESPONSIBILITIES

Contributes to or responsible for the achievement of corporate objectives through effective management by ensuring that stakeholders are dealt with in a professional and timely manner.

Builds productive working relationships with community stakeholders to ensure effective community engagement, provide opportunities to input on policy and to facilitate agreement of mutually beneficial solutions.

Provides effective leadership within corporate policies and procedures and ensures staff demonstrate expected behaviours aligned with the Department Code of Conduct.

Performs other roles/tasks as directed.

JOB REQUIREMENTS

The following qualifications, experience and job specific skills are required to successfully fulfil this job.

A Science, Environmental Science or Natural Resource Management degree

Demonstrated knowledge and experience of environmental regulatory management

The following capabilities are required for this position;

Demonstrates appropriate leadership behaviour, takes responsibility, promotes accountability and motivates others.

Consults and shares information to ensure others are kept informed of issues, involves people, encourages them and recognises their contribution.

Takes personal responsibility for meeting objectives and progressing work, shows initiative and commits energy and drive to see that goals are achieved.

Establishes clear plans and timeframes for project implementation and outlines specific activities.

Approaches negotiations with a strong grasp of the key issues and strives to achieve an outcome that delivers benefits for both parties.

Identifies learning opportunities for others and empowers them by delegating and delivers constructive, objective

OTHER APPOINTMENT FACTORS OR CONDITIONS

Covers any other conditions that may be applicable to this job.

Pre-screening or other employment requirements:	National Police Clearance Pre-Employment Medical Current 'C' class driver's licence
Job Location: <i>(If not regional or overseas, may be deployed in any Perth office.)</i>	Mineral House - East Perth
Accommodation: <i>(If Regional, GROH accommodation may be applicable.)</i>	N/A
Allowances: <i>(List allowances, if applicable to this position.)</i>	N/A
Special Conditions: <i>(List any special conditions that may apply to this position.)</i>	N/A
Specialised Equipment Operated: <i>(Specify type of equipment, make and model, operated.)</i>	N/A

ORGANISATIONAL CONTEXT

Departmental Overview

The Department of Mines and Petroleum (DMP) is the State's lead agency in attracting private investment in resources exploration and development through the provision of geoscientific information on minerals and energy resources, and management of an equitable and secure titles systems for the mining, petroleum and geothermal industries.

It also carries prime responsibility for regulating these extractive industries and dangerous goods in Western Australia, including the collection of royalties and ensuring that safety, health and environmental standards are consistent with relevant State and Commonwealth legislation, regulations and policies.

Group Context

The Approvals Group within DMP is responsible for the effective administration of the minerals and energy sector of Western Australia. It does this through administering and, where appropriate, changing legislation, and continuously improving the Group's effectiveness by working with stakeholders within and outside government.

Operational Context

The Environment Division provides environmental regulatory and policy services for the industry and the community. The goal of the Division is to be respected by industry and the community generally as the leading and preferred agency for the provision of environmental regulatory and policy services for the mineral and petroleum industries that are conducive to responsible development. For further information, please visit the Environment area of the DMP website.

OTHER JOB-RELATED INFORMATION

Position No: MP120032 **Position Title:** Team Leader
Effective Date: 5/02/2013 **Job Location:** Mineral House - East Perth

Organisational Placement within the Department Structure:-

Group: Approvals
Division: Environment
Branch: N/A
Section: Minerals South

JOB REPORTING RELATIONSHIPS

This position reports to: General Manager Minerals - South
Supervisor Position No: MP120027 **Classification Level:** SCL5

Other positions reporting directly to this supervisor: 1

Team Leader - (MP120033)		SCL4
Positions reporting to this job:	8	
Environmental Officer - (02171806)		SCL1
Environmental Officer - (IR040202)		SCL1
Environmental Officer - (IR060105)		SCL2
Environmental Officer - (MIN99050)		SCL1
Graduate Officer - (MP110093)		L3
Senior Environmental Officer - (01626723)		SCL3
Senior Environmental Officer - (MP120038)		SCL3
Senior Environmental Officer - (MP120039)		SCL3

JOB CERTIFICATION & REGISTRATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE _____

SIGNATURE _____

DATE _____

DATE _____

Registration date will be the date the Director General (or approved delegate) certifies this document.

The official registration stamp initialled by the HR Officer must appear on all pages of the JDF or, for electronic output copies, "Approved Record" and the "Effective Date" must appear in the Header of each page.

Department of
Mines and Petroleum

JOB DESCRIPTION FORM

JOB DETAILS

Position Title: Senior Environmental Officer
Work Group: Approvals

Position number: MP120038
Position Level: Specified
Calling L3

ROLE SPECIFIC RESPONSIBILITIES

The following outlines the duties, responsibilities and key result areas related to this job. They are not listed in any specific order of priority:

Provides specialist/technical advice to the department Executive, minerals and energy sector, general public and industry organisations applying to:

- _ the Mining Act 1978 (WA),
- _ the Petroleum and Geothermal Energy Resources Act 1967 (WA),
- _ the Petroleum Pipelines Act 1969 (WA),
- _ the Petroleum Submerged Lands Act 1982(WA) and
- _ the Environmental Protection Act 1986 and
- _ the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.

Supports and embraces environmental regulatory reform continuous improvement and change management approaches.

Contributes to the implementation of best practice standards and achievement of the Operational Plan.

Administers provisions of environmental legislative and regulatory requirements across the minerals and petroleum industry sectors.

Reviews, assesses and makes recommendations regarding the adequacy of environmental regulatory Reports, risk assessments, risk modelling, environmental regulatory management systems and third party audits for mining and exploration approvals.

Undertakes assessments, audits/inspections and performance monitoring of minerals and petroleum approvals for compliance with environmental regulatory requirements.

Undertakes enforcement activity aligned with the Division's programs and policies.

Prepares investigation reports; breaches of the Act and regulations.

Responds to requests for complex regulatory and technical information; initiates and responds correspondence; prepares documentation to provide transparency of environmental approval processes.

Liaises with companies, industry organisations and other government agencies to develop and maintain effective working relationships and secure commitment to the Division's objectives, while enhancing confidence in environmental regulatory reforms.

Promotes community awareness of environmental policy by developing relevant environmental regulatory policies, legislation and guidelines, preparing and delivering presentations and contributing to the preparation of the department's environmental regulatory information products.

Contributes to the achievement of individual and collective team goals, including working within multidisciplinary teams within project management framework.

CORPORATE RESPONSIBILITIES

Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.

Works within corporate policies and procedures and demonstrates expected behaviours aligned with the Department Code of Conduct.

Performs other duties as directed.

JOB REQUIREMENTS

The following qualifications, experience and job specific skills are required to successfully fulfil this job.

A Science, Environmental Science or Natural Resource Management degree.
Demonstrated knowledge and experience of environmental management.

The following capabilities are required for this position;
Shows willingness to learn and develop expertise to achieve goals and tasks set, contributes own expertise to work unit.
Actively listens to staff, colleagues, clients and stakeholders, involves and recognizes others contributions.
Commits to meeting objectives and follows up to finalise work. Monitors priorities and keeps team informed on work issues.
Thinks laterally, is innovative, identifies and implements improved work practices. Builds and maintains relationships within team and with stakeholders.
Prepares technical reports, drafts, ministerial and other written material.
Prepares and delivers presentations and publications.

OTHER APPOINTMENT FACTORS OR CONDITIONS

Covers any other conditions that may be applicable to this job.

Pre-screening or other employment requirements:	National Police Clearance Pre-Employment Medical Current 'C' class driver's licence
Job Location: <i>(If not regional or overseas, may be deployed in any Perth office.)</i>	Mineral House - East Perth
Accommodation: <i>(If Regional, GROH accommodation may be applicable.)</i>	N/A
Allowances: <i>(List allowances, if applicable to this position.)</i>	N/A
Special Conditions: <i>(List any special conditions that may apply to this position.)</i>	N/A
Specialised Equipment Operated: <i>(Specify type of equipment, make and model, operated.)</i>	N/A

ORGANISATIONAL CONTEXT**Departmental Overview**

The Department of Mines and Petroleum (DMP) is the State's lead agency in attracting private investment in resources exploration and development through the provision of geoscientific information on minerals and energy resources, and management of an equitable and secure titles systems for the mining, petroleum and geothermal industries.

It also carries prime responsibility for regulating these extractive industries and dangerous goods in Western Australia, including the collection of royalties and ensuring that safety, health and environmental standards are consistent with relevant State and Commonwealth legislation, regulations and policies.

Group Context

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Operational Context

The Environment Division provides environmental regulatory and policy services for the industry and the community. The goal of the Division is to be respected by industry and the community generally as the leading and preferred agency for the provision of environmental regulatory and policy services for the mineral and petroleum industries that are conducive to responsible development. For further information, please visit the Environment area of the DMP website.

OTHER JOB-RELATED INFORMATION

Position No: MP120038 **Position Title:** Senior Environmental Officer
Effective Date: 20/08/2012 **Job Location:** Mineral House - East Perth

Organisational Placement within the Department Structure:-

Group: Approvals
Division: Environment
Branch: Mineral
Section: Southern Regional

JOB REPORTING RELATIONSHIPS

This position reports to: Team Leader
Supervisor Position No: MP120032 **Classification Level:** SCL4

Other positions reporting directly to this supervisor: 5

Environmental Officer - (02171806)	SCL1
Environmental Officer - (IR040202)	SCL1
Environmental Officer - (IR060105)	SCL2
Graduate Officer - (MP110093)	L3
Senior Environmental Officer - (MP120039)	SCL3

Positions reporting to this job: 0

JOB CERTIFICATION & REGISTRATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

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TABLED PAPER TO LEGISLATIVE COUNCIL QUESTION ON NOTICE 377

(k) The table below presents the details for all the newly created respective positions recruited in October, November, December 2012 and January to December 2013.

Position(s)	Position details (as of 2012 and 2013)
General Manager Administration and Reform	Level 8 \$116 667 - \$126 719 p.a. PSGOGA
Manager Environmental Reform	Level 7 \$102 830 - \$110 213 p.a. PSGOGA
Director Operations	Level 8 Remuneration Package of up to \$188 304 pa (Base salary + ARI payments)
General Managers - Environment Three positions filled (generic JDF).	Specified Calling Level 5 Remuneration Package of up to \$183 205 pa (Base salary + ARI payments)
Team Leader / Senior Environmental Officers Seven positions filled (generic JDF).	Specified Calling Level 4 Remuneration Package of up to \$153 976 pa (Base salary + ARI payments)
Senior Environmental Officer Six positions filled (generic JDF).	Specified Calling Level 3 Remuneration Package of up to \$131 519 per annum (Base salary + ARI payments)