Welcome to the Centre of Excellence in Natural Resource Management

Research Students and Supervisors

www.cenrm.uwa.edu.au

Detailed UWA induction information is at www.induction.uwa.edu.au

Detailed information for Graduate Research School is at www.postgraduate.uwa.edu.au
TABLE OF CONTENTS

1 Contacts ................................................................................................................ 5
  1.1 Administration Matters ...................................................................................... 7
  1.2 Computer Support ................................................................................................ 7
  1.3 Forms .................................................................................................................. 6
  1.4 Cards, Keys and Permits ...................................................................................... 6
  1.5 Facilities .............................................................................................................. 6
  1.6 Safety and Health ................................................................................................ 6
  1.7 Meet and Discuss ................................................................................................ 7

2 Research Study .................................................................................................... 8
  2.1 Ethics Approvals ................................................................................................ 8
  2.2 Enrolment and Supervision ............................................................................... 8
    2.2.1 Responsibilities of supervisor(s): ................................................................. 8
    2.2.2 Supervision Expectations ............................................................................. 8
  2.3 Student Support Services .................................................................................. 9
  2.4 Budget Allocations ............................................................................................. 9
  2.5 CENRM Postgraduate Committee .................................................................... 10
  2.6 Student Perceptions of Research Supervision (SPORS) .................................... 10
  2.7 Additional Training ........................................................................................... 10
  2.8 Research Proposal ............................................................................................. 11
  2.9 Annual Review of Progress ............................................................................... 11
  2.10 Resources and Training .................................................................................... 11
  2.11 University Travel Grants and other Funding .................................................. 11
  2.12 University Paid Work during Study .................................................................. 12
  2.13 Teaching Internship Scheme ............................................................................ 12
  2.14 Time Limits and Thesis Limits ......................................................................... 12
  2.15 Requests for Suspension, Permission to Travel, Annual Leave, etc. ..................... 12
  2.16 Upgrading from a Masters to a PhD ................................................................. 12
  2.17 Thesis Submission ............................................................................................ 13
  2.18 Publishing ......................................................................................................... 13
  2.19 Writing Skills .................................................................................................. 13

3 CENRM Information ........................................................................................... 15
  3.1 Human Resources ............................................................................................... 15
  3.2 Safety and Health ............................................................................................... 15
    3.2.1 Injury / Incident / Accident / Hazard Reporting .......................................... 15
    3.2.2 Safety Induction Checklist .............................................................................. 15
    3.2.3 Occupational safety and health in the workplace ......................................... 15
  3.3 Finance ............................................................................................................... 16
    3.3.1 Reimbursements ............................................................................................. 16
    3.3.2 Purchasing ...................................................................................................... 16
  3.4 Stationery Store .................................................................................................. 16
  3.5 Keys ..................................................................................................................... 16
  3.6 Mail ...................................................................................................................... 16
  3.7 Building Access and Room Bookings .................................................................. 17
  3.8 Phone .................................................................................................................. 17
    3.8.1 Charges .......................................................................................................... 18
    3.8.2 How to Use ..................................................................................................... 18
    3.8.3 Message Mailbox ............................................................................................ 18
  3.9 Photocopier/Fax/Printer/Scanner/Green Building .............................................. 18
    3.9.1 Fax ................................................................................................................ 18

Welcome to CENRM March 2013

2
3.9.2 Printers ........................................................................................................... 18
3.9.3 Green Building............................................................................................... 18
3.9.4 Recycling/Document shredding ..................................................................... 18
3.10 Vehicle Use ........................................................................................................ 19
3.11 Computing........................................................................................................ 19
  3.11.1 How to activate staff and student accounts .............................................. 19
  3.11.2 Internet usage and Shared drive ............................................................... 19
  3.11.3 Software and Hardware .......................................................................... 19
  3.11.4 Computing policies .................................................................................. 19
3.12 CENRM Website............................................................................................. 19
3.13 Field Work and Travel .................................................................................. 20
  3.13.1 Field work .................................................................................................. 20
  3.13.2 Travel ........................................................................................................ 20
3.14 Social Activities ............................................................................................... 20
  3.14.1 Tea Room Facilities, Unit 1 and Level 3 .................................................. 20
3.15 Research .......................................................................................................... 21
  3.15.1 Using New Equipment ............................................................................ 21
  3.15.2 Using CENRM’s Boat ........................................................................... 21
4 Further information about the University .......................................................... 22
Welcome to the Centre of Excellence in Natural Resource Management (CENRM) within the Faculty of Science (FoS) at the University of Western Australia. We hope your stay with us will be a pleasant and rewarding one. Below, we have listed the key people in the Centre whom you can approach for assistance, the main facilities we can offer, and the URLs of important University websites and some Centre and Faculty policies.

1 Contacts
Acting Director: Dr Barbara Cook: ext 837, Barbara.Cook@uwa.edu.au
Acting Deputy Director: Dr Paul Close: ext 833, Paul.Close@uwa.edu.au
Graduate Research Coordinator: Asst Prof Neil Pettit: ext 828, Neil.Pettit@uwa.edu.au

Core Staff Key Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assoc/Prof. Barbara Cook</td>
<td>A/Director</td>
<td>x837 Mon – Thurs</td>
<td>Centre planning and direction, Employment levels – Academic &amp; General staff, Undergrad Teaching Coordinator, Biodiversity and systematics, conservation, freshwater ecology, Statistics &amp; experimental design</td>
</tr>
<tr>
<td>Assist/Prof. Paul Close</td>
<td>Business Manager – 2 days</td>
<td>x833 <a href="mailto:cenrm@uwa.edu.au">cenrm@uwa.edu.au</a></td>
<td>Strategic Centre planning, Research opportunities, Budget planning &amp; preparation, Honours Coordinator, Employment levels – Academic &amp; General staff, Freshwater and estuarine fish ecology, River health and environmental flows, Environmental monitoring and assessment (aquatic)</td>
</tr>
<tr>
<td>Leisha Davis</td>
<td>Finance Manager</td>
<td>x838 Mon – Fri (8.30 – 3.00pm) <a href="mailto:cenrm@uwa.edu.au">cenrm@uwa.edu.au</a></td>
<td>Centre financial management, Research grants management, Budget planning &amp; preparation, Accounts receivable, Publication returns, E-recruitment (new contract staff), EA to Director, Trainer for Trobexis, e-recruitment &amp; Peoplesoft</td>
</tr>
<tr>
<td>Sabrina Coster</td>
<td>Administrative Officer</td>
<td>x841 Mon, Tues &amp; Thurs <a href="mailto:cenrm@uwa.edu.au">cenrm@uwa.edu.au</a></td>
<td>Staff inductions, Accounts Payable (invoice payments, purchase orders), Corporate cards acquittals, Reimbursements, Casual Staff (contracts &amp; renewals), Expiry Notifications, Timesheets, Room bookings – Science Building levels 2 &amp; 3</td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Description</td>
<td></td>
</tr>
<tr>
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<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>David Tunbridge x846</td>
<td>Scientific Officer</td>
<td>Mon - Thurs • Lab &amp; field Technician • Field work planning, assisting, preparation • Supervision &amp; training of field staff &amp; postgraduate students • Calibration and maintenance of field research equipment</td>
<td></td>
</tr>
<tr>
<td>W/Prof. Stephen Hopper x842</td>
<td>Lab &amp; field Technician</td>
<td>Mon - Fri • Granite outcrop plants of the world - biogeography, evolution and conservation • Haemodoraceae - phylogenetics, biology and conservation • Systematics, evolution and conservation ecology • Collaborative cross-cultural knowledge systems of biodiversity - Noongar and western science</td>
<td></td>
</tr>
<tr>
<td>Dr Neil Pettit x828</td>
<td>Research Fellow</td>
<td>Tues - Fri • Freshwater ecology • Tropical riparian zones, • Nutrient cycling • Post Graduate Coordinator • Statistics &amp; experimental design</td>
<td></td>
</tr>
<tr>
<td>Asst/Prof. Peter Speldewinde</td>
<td>Research Fellow</td>
<td>Mon - Thurs • Ecosystem &amp; human health • Ecology and conservation of Australian native rodents • GIS &amp; special analysis</td>
<td></td>
</tr>
<tr>
<td>Asst/Prof. Geoff Woodall</td>
<td>Research Fellow</td>
<td>1 day/week • Improving the performance of cultivated Santalum spicatum • Developing new products from the nuts of Santalum spicatum • Improving the establishment of commercial and non-commercial native plants in agricultural lands • Developing new root vegetable crops</td>
<td></td>
</tr>
<tr>
<td>Ms Rebecca Dobbs</td>
<td>Research Assistant Professor</td>
<td>Mon – Fri • Indigenous and non-indigenous engagement and interpretation of western science • Ranger training and river health monitoring • Macroinvertebrate Ecology • Environmental water requirements • River health and environmental flows • Environmental monitoring and assessment (aquatic)</td>
<td></td>
</tr>
<tr>
<td>Asst/Prof. Leah Beesley</td>
<td>Research Assistant Professor</td>
<td>Mon - Fri • Freshwater fish ecology • Monitoring and assessment (aquatic) • Urban ecology</td>
<td></td>
</tr>
<tr>
<td>W/Prof. Dale Roberts x867</td>
<td>Adjunct Professor</td>
<td>Biogeography &amp; speciation: Australia - particularly south-western Australia • Anuran biology: frogs • Sexual selection and sperm competition: polyandrous mating systems • Animal acoustics • Conservation and restoration biology</td>
<td></td>
</tr>
<tr>
<td>Prof. Peter Cook x834</td>
<td>Adjunct Professor</td>
<td>• Aquaculture</td>
<td></td>
</tr>
</tbody>
</table>

Welcome to CENRM March 2013
1.1 Administrative Matters
Business Manager: Paul Close (ext.833) Paul.Close@uwa.edu.au
Finance Manager: Leisha Davis (ext.838) leisha.davis@uwa.edu.au
Administrative Officer: Sabrina Coster (ext.841) Sabrina.coster@uwa.edu.au

1.2 Computer Support
Sam Elliott (IT Officer): ithelp-cenrm@uwa.edu.au Located at the Albany Centre, Stirling Tce. (ext.805). For reporting faults or if you need IT assistance please use the IT Help email: ithelp-cenrm@uwa.edu.au

Induction
There is a variety of forms and activities you may have to complete within a week of being employed as staff or starting as a postgraduate student.

Students should seek the help of their supervisor and others as listed above.

Please keep the admin staff up to date with any changes to your personal details (address, phone etc).

1.3 Forms
New students:
• Complete CENRM checklist with supervisor or Administration Officer

1.4 Cards, Keys and Permits
• Obtain staff/student card from Albany Centre
• Obtain access keys to the building from the Administrative Officer
• Understand security/locking requirements – including out of hours access to the Albany Centre if required
• Set up code for the photocopier/printer with the Administrative Officer as well as login details for the shared server drive (IT Officer).
• Provide the office staff with copies of your drivers license and first aid certificate (if applicable).

1.5 Facilities
• Allocated room/lab and work station
• Included in Centre email list
• Allocated stationery – aware of stationery ordering system
• Given a copy of CENRM/Albany Centre telephone contact list
• Discuss vehicle and equipment bookings
• Informed Albany Centre to add to local telephone list/UWA Directory listing
• Informed of the internal and external mail delivery system
• Informed of lunch facilities, morning tea and afternoon tea.

1.6 Safety and Health
• Discussed safety issues with supervisor (Safety Induction Checklist)
• Complete lab specific induction checklist (if required)
• Informed of the whereabouts of first aid kits in your workplace
• Given information about evacuation plan and emergency procedures
• Provided any safety equipment (if required)
• Organised occupational health and safety related training where required (i.e. Lab Safety; Senior First Aid; 4WD)
1.7 *Meet and Discuss*

- Meet the Director
- Meet the Graduate Research Coordinator
- Meet the administrative staff
- Meet other staff members
- Tour of CENRM and the Albany Centre
- Discuss your role and specific work-related matters with your supervisor
2 Research Study

2.1 Ethics Approvals
All students must apply for and receive ethics approval from the Human Research Ethics Office or the Animal Ethics Committee, before undertaking survey work with people or work with animals. The Ethics Committees meet regularly and you need to submit your application well before each meeting. Further information is available from www.research.uwa.edu.au/staff/research-policy/guidelines.

2.2 Enrolment and Supervision
Students who are based primarily with CENRM must enrol through the Graduate Research School and nominate either CENRM or a UWA School (e.g., Animal Biology) as their “home” School. It is normal for one supervisor to be based with CENRM and one supervisor to be based in another School or externally to the University.

You should check on the requirements of postgraduate students for CENRM or your “home” School. The Head of that School is ultimately responsible for your candidature and will expect that School’s procedures to have been followed.

There is no limit on the number of supervisors a candidate may have but of course it must be possible to ensure that all parties are able to meet regularly and agree on the direction of study. You are also welcome to consult with other members of staff, although you should be aware that you might not get immediate feedback due to their own work commitments.

The appointment of supervisors requires a recommendation from the Director or Head of School to the Board of the Graduate Research School.

It is crucial to have a good working relationship with your supervisors. While it is possible to change supervisors during your research, it is important to discuss any change with all those involved including the Head of School and or the Director of CENRM. Approval from the Board of the Graduate Research School, through the Head of School, is required for all changes.

International students should be aware of the special requirements for their candidature. Changes often need to be approved by the International Office as well.

There are forms to be completed (available on UWA website) for most of the processes outlined above.

2.2.1 Responsibilities of supervisor(s):
1. ensure required and relevant forms have been completed
2. supervise day-to-day activities
3. consult on a regular basis
4. read and provide feedback on draft material
5. provide guidance in preparation of research proposal and thesis
6. encourage student involvement in scholarly activities.

2.2.2 Supervision Expectations
Supervisors’ will aim to return draft chapters to students within one week although this will not always be possible because of other teaching and research or administrative commitments. If you have concerns about consistent or protracted delays or if conflict
develops between you and your supervisor, you should first discuss the problem with your supervisor. If you cannot resolve the situation, then discuss it with your other supervisor. If there is still no resolution, consult the Head of School or Director of CENRM who will advise you and if necessary, with your permission, discuss the matter with your supervisor(s).

Postgraduates usually experience a wide range of emotions while doing their research. Having a clear understanding about your own role and responsibilities and those of your supervisor(s) may alleviate some of the emotional stress associated with doing a postgraduate research degree.

A useful tool for both supervisors and students is the Student Perceptions of Research Supervision (SPORS) which is available from the Centre for the Advancement of Teaching and Learning (CATL). This helps develop a joint understanding and consistent expectations among students and supervisors. A SPORS should be completed soon after your commencement and it is suggested that it is reviewed on an annual basis.

Further information on postgraduate supervision is available from: http://www.postgraduate.uwa.edu.au/supervisors.

### 2.3 Student Support Services

It is not unusual to experience a multitude of highs and lows whilst writing a research thesis. As your fellow postgraduates are involved in the same process, they can play an important support role during your candidature.

However, you may prefer to contact the Counselling Service (www.student.uwa.edu.au/life/health/counselling) for more professional support and advice. To make an appointment, contact the Student Support Service, Tel: 6488 2423.

Support for Albany students is detailed on the UWA Albany Centre website (www.albany.uwa.edu.au/students/student-services/counselling) These services are available to help postgraduate students deal with personal, interpersonal and other problems encountered in their work, study or personal life.

The UWA Albany Centre hosts a Postgraduate Students Association. The Association enables postgraduate students to have the opportunity to meet with other postgraduate students, share presentations and discussions, gain from peer support and feedback, receive mentoring and develop skills. Details of the Association are available from the UWA Albany Centre.

Student Services run workshops focusing learning skills for postgraduates (http://www.postgraduate.uwa.edu.au/students). They also offer an extensive library.

UWA also has an Equity and Diversity office (6488 3791).

### 2.4 Budget Allocations

<table>
<thead>
<tr>
<th>Degree</th>
<th>CENRM Allocation</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honours or MSc (coursework and research)</td>
<td>$1000 for project component</td>
<td></td>
</tr>
<tr>
<td>PhD or MSc (with external grant)</td>
<td>None but the Centre funds the cost of <em>general</em> administrative expenses.</td>
<td>Funds should cover all field/survey expenses, travel and computer expenses. The student in conjunction with the supervisor prepares a budget which is reviewed annually.</td>
</tr>
</tbody>
</table>
PhD or MSc
(without other
grant)

$2500 annually (PhD four
years, MSc two years) + the
Centre funds the cost of
general administrative
expenses + $500 annually if
required for travel to Crawley.

Funds should cover all field/survey
expenses, travel and computer
expenses. The student in conjunction
with the supervisor prepares a budget
which is reviewed annually.

All computers purchased by the Centre, regardless of any personal contribution by the
student, remain the property of CENRM and the computer must be returned to the
Centre upon course completion.

Access to travel funds is with arrangement of supervisor and can be conditional on an
application being made to Graduate Research School Student Travel Award.

2.5 **CENRM Postgraduate Committee**

The CENRM Postgraduate Committee meets as required and comprises the Director,
the Graduate Research Coordinator and one other academic. The Committee reviews
the following:

1) Applications for Candidature
2) Research Proposals
3) Annual Reports - www.are.uwa.edu.au/students/annual-reports
4) Confirmation of Candidature.

In addition, all postgraduate students in the Centre will meet with the Postgraduate
Committee a minimum of once a year to discuss research progress as well as any
problems or concerns. This process is known as the “Postgraduate Progress Review
Discussion”. You will be advised of the meeting date in advance.

2.6 **Student Perceptions of Research Supervision (SPORS)**

The primary objective of the SPORS is to facilitate discussion between supervisors and
their students. It is recommended that you undertake a SPORS as soon as possible
upon commencement and then annually. Full information is available at

2.7 **Additional Training**

It is important that shortly after you commence that you discuss your level of statistics
and ecological research methods knowledge and your ability to apply it within the context
of your proposed study with your supervisor(s) to ascertain what, if any, additional
training you will require. The units SCIE4402 Data Management and Analysis and
BIOL4409 Ecological Field Methods are both available for Albany-based students.

Postgraduate research students who are on tuition fee scholarships are eligible to enrol
in up to 24 points of coursework units during their candidature, and are not charged fees.
You must apply for permission to do so through the GRSO and have this signed off by
the supervisor and GRC. You should contact the Unit Coordinator to ensure you are
eligible to enrol. An alternative would be to contact the Unit Coordinator and request
permission to ‘audit’ the unit without any assessments etc.
2.8 Research Proposal

Within the first six months of their enrolment (nine months for part-time students), PhD candidates (4 months and 6 months for Masters candidates) need to prepare and submit their research proposal to the Board of the Graduate Research School. After about four months (about 10 weeks for Masters) from commencement of study, the student should prepare a draft research proposal. When the supervisor(s) and student agree that the draft is acceptable, it should be submitted to the Head of School. For those postgraduates who enrol mid-year, please take into account that the University Boards and Committees usually have an extended break over the Christmas/New Year period.

Before you submit to the Board, your proposal must be:

- checked by your supervisor,
- submitted to the Head of School at least one month before you intend to submit to the Board, and
- the Head of School gives feedback on your proposal. You can then incorporate those changes into your proposal before presenting it to the Board.

After the proposal is accepted by the Board of the Graduate Research School, it is expected that the student will present a proposal Seminar as part of the Centre’s seminar program.

2.9 Annual Review of Progress

The Graduate Research School requires all students to complete an Annual Report. The Annual Report is intended to demonstrate that you are active and making progress as a research candidate and provides an opportunity for you, your supervisor/s and Head of School to review your progress and to discuss and revise your research plan. It is particularly important to review your progress in light of the Time Limit for your candidature to ensure that you will complete within this limit. A satisfactory Annual Report is a condition of re-enrolment. Candidates who do not submit a satisfactory report will not have their re-enrolment for the following year approved and continuation of their candidature will be jeopardised.

The CENRM Postgraduate Committee (and other Schools might have an equivalent) also require you to complete an Annual Review of Progress form. This form should be available on the CENRM website.

Students completing their first year also need to complete a CENRM Confirmation of Candidature checklist and the GRSO Confirmation of Candidature form.

2.10 Resources and Training

UWA provides you with a wide range of resources, full details can be found at www.postgraduate.uwa.edu.au/students.

2.11 University Travel Grants and other Funding

You may apply for Travel Grant from the University up to a maximum of $1850 during your higher degree candidature. Further details and application forms are available from: www.postgraduate.uwa.edu.au/students/funding.
2.12 University Paid Work during Study
Scholarship holders may only work 8 hours per week between 9am - 5pm, Monday to Friday, and no more than 240 hours per year.

2.13 Teaching Internship Scheme
In 2000, the University's Teaching and Learning Committee introduced a Teaching Internship Scheme for promising doctoral research students to develop teaching skills in their field and to undertake a program of professional development during the course of their PhD candidature. Both full-time and part-time PhD students are eligible to apply, whether or not they are in receipt of a scholarship. Further details are available from: www.teachingandlearning.uwa.edu.au/students/postgraduates.

2.14 Time Limits and Thesis Limits
University regulations stipulate that the maximum time for completion of a PhD is 4 years full-time excluding suspensions and for an MSc 2 years excluding suspensions. For more information on the terms of candidature for both PhD and Masters, see www.postgraduate.uwa.edu.au/students.

PhD theses may not exceed 100,000 words, excluding appendices, tables and illustrative matter. Masters theses may not exceed 50,000 words. A thesis that is likely to exceed this limit must be supported with reasons in writing by the Head of School.

2.15 Requests for Suspension, Permission to Travel, Annual Leave, etc.
If you intend to go on leave of any type, suspend your enrolment, travel to a conference etc, you need to inform the University, the Centre administrative staff, the Head of School, the Graduate Research and Scholarships Office and/or your scholarship administrators, all of whom may have different requirements.

It is essential that correspondence regarding suspensions, permission to travel, completion dates, etc be sent to each body concerned. Please note: Suspensions will only be granted for a maximum of six months in total.

2.16 Upgrading from a Masters to a PhD
Only UWA Masters by research students who have not yet been awarded the degree, and want to continue their research at the higher standard of a PhD, may be considered for transfer for PhD candidature.

Normally an application to upgrade is lodged six to 12 months after commencement but an application may be lodged at any time during the Masters candidature.

If the application is successful any candidature time consumed in the Masters by research program will be included as part of the maximum candidature time (four years full-time equivalent) of the PhD.

The student's Supervisor(s) and the Postgraduate Committee assess decisions about upgrades within the School. However, final approval rests with the Board of the Graduate Research School.

You will be advised in writing of the outcome of your application. This process can take up to six weeks.
2.17 Thesis Submission

The student and supervisor(s) have the primary responsibility for ensuring that the thesis is properly prepared for examination. Comprehensive information and step-by-step guidelines are available from the Graduate Research School website: www.postgraduate.uwa.edu.au/students/thesis.

2.18 Publishing

The Centre encourages all students to publish the results of their research in refereed journals. As well as the obvious benefits of having publications on your CV, publishing provides you with external criticism of your research. One of the benefits of this is that it may allow you to prepare better for the sorts of issues that examiners look at.

Your supervisor(s) will provide advice and practical help in preparing your manuscripts for submission to journals. Supervisors should be given the opportunity to co-author articles arising directly from your thesis research, but this does not mean that they can have an armchair ride. If you have concerns about authorship on your papers, discuss it first with your supervisor(s) and, if necessary, with the Director of CENRM or the Head of your “home” School.

Here is one summary (based on one prepared by a very experienced journal editor) of the steps involved in successful journal publishing.

- Choose an appropriate journal i.e. publishes papers in similar area and of same standard. (A journal that is included in the Social Science Citation Index or the Science Citation Index is strongly preferred).
- Slavishly follow the journal's instructions.
- Beg colleagues to give hyper-critical advice on everything - punctuation, grammar, writing, setting-out, etc.
- Submit with a letter that just says title, authors and journal. Nothing about how good the paper is or what problem it solves or who has read and approved it.
- Let 3 months go by before gently enquiring from the editor as to referee reports.
- Treat the referee and editor comments with the utmost seriousness. No curses about the villains "don't understand"! If they don't, it is the author's fault.
- Fall over backwards to accept comments. Write a response to the reviews, in which you explain how each review comment has been accommodated in the revised paper, or if you really can't accept a comment give the editor substantial reasons.
- Get colleagues to be hyper critical of the new version.

2.19 Writing Skills

The following is designed to assist you with common writing problems. If you require other assistance please seek recommendations from your supervisor(s).

- Poor formatting (failure to use Styles well or at all).

See various tips here: www.general.uwa.edu.au/u/dpannell/pgadvice.htm

- Poor punctuation:

English mechanics especially around connecting words such as 'however'. Valid forms: "However, ...", "... however; ...", "... however, ..."; and "... however.

If you run out of breath reading something, it probably needs punctuation somewhere.

See http://lilt.ilstu.edu/golson/punctuation/

- Poor flow of the writing:
Not reading own writing before handing over to others. Reread your own draft and see how much more you could refine before handing over to others.

- Insufficient planning before starting to write:
Lack of logic in writing structure.
Present your ideas in a systematic order. And use available advice or materials on scientific writing.

- Inefficient writing processes:
Taking far too long to write things, writing and re-writing things; long sentences that are difficult to read.
Breakdown your ideas into manageable sentences.

- Poor paragraph structure:
Long paragraphs. One main idea or argument in a paragraph could be a good guiding principle.

- Poor English expression:
Misuse of articles such as 'a' and 'the'. Read a grammar chapter on articles. The article 'the' is what is known as the definite article. If you are referring to students in general, you would say 'students'. If it is a particular group, use 'the students'.
Use an online or real dictionary. For example: http://www.merriam-webster.com/, http://www.onelook.com/

- Purdue Owl writing guide: http://owl.english.purdue.edu/owl/
- English writing exercises for engineers and scientists: http://www.writing.engr.psu.edu/exercises/
or
3 CENRM Information

3.1 Human Resources

If you undertake casual work in the Centre, the Administrative Officer will give you forms to complete. These forms need to be processed as soon as possible to register you on the payroll and to notify Human Resources of your commencement date. Please advise the Administrative Officer of any changes to information provided on these forms as they occur.

Timesheets for casual staff members need to be with the Administrative Officer or Administrative Officer by 5pm the Monday of the week preceding pay week and will be paid in the next pay run. The Principal Investigator of the relevant Project Grant should sign the timesheet and the Project Grant number must be included. Blank timesheets and the dates for submission are available in Unit 1 and the Unit 10, or can be emailed to you.

All staff, including casuals, should log in to ESS (www.hr.uwa.edu.au) for pay slips (please note that pay slips and ‘group certificates’ are not sent out to employees), personal details, emergency contacts, mailbag address, qualifications, banking details, etc.

Please note: Scholarship holders may only work 8 hours per week between 9am - 5pm, Monday to Friday, and no more than 240 hours per year.

3.2 Safety and Health

Dave Tunbridge – OHS Representative dave.tunbridge@uwa.edu.au

3.2.1 Injury / Incident / Accident / Hazard Reporting

Please ensure that you report all injuries, incidents, accidents and hazards to the CENRM Office. In the case of incident or injury, an incident/injury report form needs to be completed within 24 hours. These procedures are in place to prevent similar incidents recurring in the future, identify any new hazards and identify and choose suitable controls. The reporting process is necessary in case any workers compensation is required.

The incident/injury report form can be downloaded from the Safety and Health webpage: www.safety.uwa.edu.au

3.2.2 Safety Induction Checklist

All new staff (including casual staff) need to complete a Safety Induction Checklist during their first week. This will be signed by your supervisor and be kept on file.

3.2.3 Occupational safety and health in the workplace

Please see Appendix 1 for a ‘summary of good seated posture at the computer and associated issues. Please inform the CENRM Office if you require specialised office equipment.

The Occupational Safety and Health Policy of UWA can be viewed at www.safety.uwa.edu.au

A copy of the CENRM ‘Emergency plan and procedures’ manual is attached at Appendix 2.
3.3  **Finance**

3.3.1  **Reimbursements**
Reimbursement for expenses on authorised purchases will require receipts.

**Under $50** Petty cash can be collected from the CENRM Office. Please bring your receipts and your project grant number.

**Over $50** For reimbursements over $50 please complete the CENRM Reimbursements & Honorarium form (including your home address) and submit to the CENRM office (please place in Admin pigeon hole). You may also need to complete a EFT form so your money can be direct deposited into your account.

3.3.2  **Purchasing**
If you are making a purchase that is over $100 you will need to complete a requisition form prior to making the purchase and have it signed by the Business Manager. Guidelines relating to obtaining quotations or issuing tenders must be followed. Ask for admin assistance or refer to the financial services website.

3.4  **Stationery Store**
Please ask the staff in the CENRM Office regarding stationery items. Any stationery we do not have on hand can be ordered through the Office by providing a project grant number to charge.

3.5  **Keys**
Please see the Administrative Officer for keys. Keys will be provided based on your needs and where you are located.

3.6  **Mail**
Please place both internal (UWA) and external mail in the pigeonholes on Level 3. Personal stamped mail can be placed here too. Internal mail does not need a stamp. Work-related letters can be placed here free of charge.

If the mail is research-related, or you are sending high quantities, please advise the administration staff and provide the relevant project grant number.

If you need to send your mail as registered or declared mail or by courier you will need to advise either the Administration Officer or the Administrative Officer by email or attach a note to the article.

Parcels and items that need to go by courier will have to have a project grant number.

Our internal mailbag address is M701.

Mail is delivered around 10am and picked up at 2pm each day.

Mail trays are located on Level 3 in the Science Building (near the photocopier).

For more information about the University mail system, please see:
www.staff.uwa.edu.au/facilities/mail

**Postal Address**
Your name
CENRM M701
The University of Western Australia
PO Box 5771
ALBANY WA 6332
3.7 Building Access and Room Bookings

Access to the CENRM facilities is unlimited for staff members. Access to the Albany Centre is by prior arrangement (if access is required you will need to organise a time with the Albany Centre to take you through security procedures and be issued with the relevant security keys).

Rooms on levels 2 & 3 are managed by Centre Administration. For external enquiries please email cenrm@uwa.edu.au

There are several rooms available in the Science Building, when booking rooms you need to include:

- Your setup and pack up time in the booking.
- If you are catering, there is an urn, cups & saucers etc. available.
- Tea, coffee, milk are to be provided by the organiser.
- If you would like lunch provided, please speak to Admin (Sabrina x841) or email cenrm@uwa.edu.au with full details. Catering requires 2 working days’ notice.
- Catering is to be collected by the function organiser unless arranged.
- The room should be left as you found it and all equipment cleaned and returned.

All staff can view rooms via Microsoft Calendar, however for room bookings please email; CENRM@uwa.edu.au with the following information;

Subject line: Room Booking Request
Staff requesting the room
Title of booking
Number of people attending
Date, Time, length of meeting and if recurring
Facilities needed

Level 3
UWA Albany Science Seminar A - RM-3.02 – seats 25 in rows, 16 around tables
  O/head projector, Laptop plug in available

UWA Albany Science Seminar B - RM-3.03 – seats 25 in rows, 16 around tables
  Apple Mini-Mac, Interactive whiteboard, O/head projector, Additional whiteboard if divider closed, Laptop plug in available

UWA Albany Science Tutorial - RM-3.01 – seats 12
  Electronic whiteboard, TV, Laptop plug in available

Level 2
UWA Albany Science Tutorial - RM-2.01 – seats 15
  Apple Mini-Mac, Whiteboard, O/head projector, Laptop plug in available

UWA Albany Science Laboratory - RM-2.06 – spaces for 50

3.8 Phone

For help with using the phone, please see the CENRM Office staff.
3.8.1 Charges
Whilst phone usage is not charged it is monitored and any excessive usage will need to be explained.

3.8.2 How to Use
To access an external line, simply dial the external number.

3.8.3 Message Mailbox
The phone mailbox can be accessed by pressing the message icon. You will be asked to enter your passcode (eg. 9899) and the hash key (#). To change your greeting or other settings, please follow the instructions. For help, ask at the CENRM Office.

3.9 Photocopier/Fax/Printer/Scanner/Green Building
There is a photocopier/printer/scanner located in the Science Building. You will need to obtain an access code from the Administrative Officer and contact the IT Officer for computer connection to the printer. A printer is also located in Unit 1.

3.9.1 Fax
The fax is located on Level 3, near the photocopier. To send a fax, dial the number required (no “0”). Be sure to have your papers facing down in the fax machine. Please ask the Administrative staff for help if you require it. After sending your fax, please wait until the fax light stops flashing and wait for your confirmation page to be printed, confirming whether it was successful.

The CENRM fax number is: 9842 0878.

3.9.2 Printers
Please check with IT support staff about access to a printer for your computer.
Black and white printing/photocopying are free.

Colour printing and photocopying are charged at 80c for the 1\textsuperscript{st} 20 colour copies and 60c next 30 colour copies and 40c for the remainder per page. You will need to nominate a project grant account for all colour printing and copying.

Please ensure that your computers’ default printing is set to black and white (greyscale).

3.9.3 Green Building
CENRM participates in the ‘Green Building’ program of UWA. As such we endeavour to reduce our paper usage – please bear this in mind when printing or photocopying. The Green Building Co-Coordinator is the Administrative Officer.

The Green Building program engages and educates staff in modifying behaviours and practices for the benefit of the environment. The Green Building implements actions in the areas of WASTE, PAPER, ENERGY, WATER, PURCHASING and TRANSPORT.

More information on the Green Building program can be found at the website below.
www.sd.fm.uwa.edu.au/staff/green-building

3.9.4 Recycling/Document shredding
There is a recycling box located near the kitchen in the Science Building. Please place cardboard, paper, cans, plastic and glass here for recycling (there are also two recycling bins outside Unit 1 and the Science Building where items can also be placed).
Sensitive documents for shredding can be placed in the Westshred blue security bin, located on Level 3 in the Science Building.

3.10 Vehicle Use
CENRM has vehicles available for use by staff and students. Charges are:

- 4WD vehicles (Hilux) 75 cents/km

Please ensure that kms and nominated project grant details are completed in the log book. For TEACHING expenses, please ensure you nominate the unit code (eg. ENVT3340).

Transfers from nominated project grants are done at the end of each month by the Finance Manager.

There are four rules when using these vehicles;

- Ensure that the vehicle is returned clean, inside and out
- Ensure that the fuel tank is at least 75% full
- Complete the log book including the PG to be charged for usage
- Report any damage or problems to the Administrative Officer.

3.11 Computing

3.11.1 How to activate staff and student accounts
Pheme is the UWA Authentication Management System and your login is used for many different UWA applications.

To activate your Pheme account, go to www.pheme.uwa.edu.au.

Your Pheme login is used to access email, WebCT, dialin access and Student Connect (www.studentconnect.uwa.edu.au)

3.11.2 Internet usage and Shared drive
Internet usage is for work purposes only. CENRM has a shared drive on the main Server. You will need to get your computer configured by the IT Support Staff in order to obtain access to the Shared Drive.

3.11.3 Software and Hardware
Please check with your supervisor or see the Administration Office staff if you would like to order software or hardware. Some software purchases (eg ArcView and GenStat) will require a Project Grant to be charged for annual license charges.

The UWA IT information about software can be found at: www.is.uwa.edu.au.

3.11.4 Computing policies
CENRM has a support agreement with the UWA Albany Centre which is in turn supported by the UWA Information Services section. Information about Information Services can be found at www.is.uwa.edu.au.

3.12 CENRM Website
The CENRM website is www.cenrm.uwa.edu.au.

Please supply the Administrative Officer, who updates and maintains the website, with information about yourself, current projects and your research interests so that you can
be allocated a page on the site. Please also supply a recent photo of yourself (preferably electronic).

3.13 **Field Work and Travel**

3.13.1 Field work

At least one week before you undertake field work, you are required to submit a Field Work Plan and ‘Fieldwork Participants form’ which can be found (along with other important information) at: www.safety.uwa.edu.au/policies/field_work.

If you have anyone as a fieldwork volunteer they must also complete an ‘Attachment C – Voluntary Workers Insurance Proposal’ and this is to be attached to the Field Work Safety Plan.

You must also acquaint yourself with University policy regarding working in rural and remote areas, working in isolation and driving in remote locations – all available at the above link.

You must also follow CENRM protocols for Fieldwork/Working in Remote and/or Hazardous conditions outlined in the documents – CENRM Fieldwork Safety Plan.

3.13.2 Travel

Please have a look at the University Travel Policy website at: www.finserv.uwa.edu.au/travel/policy for information regarding the University’s and your obligations when undertaking travel on behalf of the University.

Before undertaking travel beyond 50km from Albany you must:

- Obtain formal authorisation and approval prior to departure by
- Request approval and booking for all travel through the UWA Trobexis (www.trobexis.com/uwaprd) system, regardless of funding source/s;
- Comply with the UWA Financial Services Travel Expenditure Policy;
- For intrastate and interstate travel (other than airline travel) - comply with the UWA Use of University Vehicles, Driving in Remote Locations, Field Work Procedures in Rural and Remote Areas and other relevant policies, procedures and guidelines;
- Ensure your Preferences within Trobexis are kept up to date.
- Comply with the Emergency Travel Management Plan (refer to University Travel Web page)

Please see the ‘CENRM Travel Policy’ attached as Appendix 3.

Please submit all travel requests well in advance of your intended travel.

3.14 **Social Activities**

3.14.1 Tea Room Facilities, Unit 1 and Level 3.

Unit 1 and Level 3 contain a kitchen area and a fridge for storing your lunch. This fridge gets cleaned out regularly, so please put your name on items that you want to retain. Remove items when you no longer need them.

There is a water filter and kettle for your use in each area (please use filtered water in the kettle). Milk, tea and coffee supplies are available for you to use.

There are plates, mugs and cutlery for use, please wash and dry them after use. Do not leave them to drain.

When morning tea is provided we encourage you to make a donation into the Izulu Orphanage fund. This money is sent to the orphanage in South Africa regularly.
3.15  Research

3.15.1 Using New Equipment
If you are using equipment for the first time, please obtain full instructions before you attempt to use it. Failure to do so may lead to personal injury and damage to the equipment.

3.15.2 Using CENRM’s Boat
Contacts:
Dr Paul Close, Paul.Close@uwa.edu.au
Dave Tunbridge, Dave.Tunbridge@uwa.edu.au

Procedures for the use of CENRM’s Boat are as outlined in the UWA policy on Marine Vessel Safety and Regulations; at www.safety.uwa.edu.au/policies/marine_vessel

All users must possess a current commercial marine qualification with a minimum Restricted Coxswain.
4 Further information about the University

- UWA Code of Conduct and Code of Ethics
  www.hr.uwa.edu.au/policies/policies/conduct/code
- University Directory www.directory.uwa.edu.au
- Information Services www.is.uwa.edu.au
- Administrative Services (Mail room, UniPrint and Publications Unit)
  www.staff.uwa.edu.au/governance/communications
- Research Services www.research.uwa.edu.au
- Student Services www.student.uwa.edu.au
- Safety and Health Office www.safety.uwa.edu.au
- Insurance www.staff.uwa.edu.au/governance/risk/insurance
- International Centre www.international.uwa.edu.au
- Office of Facilities Management www.fm.uwa.edu.au
- UWA Guild www.guild.uwa.edu.au/
- UWA Sports www.sport.uwa.edu.au
- University Counselling Service www.student.uwa.edu.au/life/health/counselling 6488 2423
- Equity and Diversity www.hr.uwa.edu.au/equity 6488 3791