



Conservation Commission
of Western Australia



Annual Report

2015-16

(for the period 1 July 2015 to 6 May 2016)



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Transmittal to the Minister

HON ALBERT JACOB MLA
MINISTER FOR ENVIRONMENT

I am pleased to submit the final Annual Report of the Conservation Commission of Western Australia for the period 1 July 2015 to 6 May 2016 in accordance with section 31 of the *Conservation and Land Management Act 1984*.



Brian Easton
Chairman

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Cover photograph – Forrestdale Lake
Conservation Commission of Western Australia

Overview

Chairman's report

Amendments to the *Conservation and Land Management Act 1984* (the CALM Act), effective 7 May 2016, established the Conservation and Parks Commission, which succeeds the Conservation Commission of Western Australia (Conservation Commission) and the Marine Parks and Reserves Authority. My report is for the period to 6 May 2016.

A key function of the Conservation Commission under the CALM Act is to prepare and deal with proposed management plans for vested lands in or under the care, control and management of the Conservation Commission.

As recorded in the body of the report, the Minister for Environment released three final and two draft management plans during the period, including a draft joint management plan for the proposed Lalang-garram / Horizontal Falls and North Lalang-garram marine parks and the proposed Oomeday National Park, to be established under the Kimberley Science and Conservation Strategy.

The Kimberley Science and Conservation Strategy provides for the creation of one of the world's largest networks of interconnected marine and terrestrial reserves that is to be jointly managed with Traditional Owners and aims to achieve important social and economic outcomes in the region. The Conservation Commission has fully supported the Department of Parks and Wildlife's work in this regard and commends the Department on its progress on implementing the strategy's priorities.

I again thank Conservation Commission members, Brian Middleton and Dr David Newsome, for their commitment to reviewing and supporting the progress of management plans through the Management Plan Review Committee.

In the company of Commissioner Brian Middleton, the Conservation Commission's Director Carol Shannon and senior representatives from both Chevron Australia and the Department of Parks and Wildlife, I was very fortunate to travel to Barrow Island in August, 2015. The site visit put into perspective the critical importance of effective management of the Island's unique features and the Commission's role in monitoring and measuring the key values and threats identified in the *Barrow group nature reserves management plan 2015*, released by the Minister for Environment earlier in the year.

In this regard, and seeking continuous improvement in the delivery of its functions under the CALM Act, the Conservation Commission completed a periodic assessment of the effectiveness of Key Performance Indicators (KPIs) in management plans, particularly on their ability to assess protected area management effectiveness against the plans' desired outcomes. The findings of the assessment will inform improvement in the development of KPIs in future management planning documents.

During the period, the Conservation Commission continued to build constructive and effective relationships within the State Government's environment portfolio - most notably with the Department of Parks and Wildlife.

Brian Easton
Chairman

Operational structure

The Conservation Commission is a body corporate under the CALM Act comprised of nine members appointed by the Governor on the nomination of the Minister for Environment. As part of its functions, the Conservation Commission has vested in it State forest, timber reserves, national parks, conservation parks, nature reserves, and relevant land referred to in section 5(1)(g) of the CALM Act.

The Conservation Commission's functions are provided in section 19 of the CALM Act and include the development of policies; the preparation of management plans for lands vested in or under the care, control and management of the Conservation Commission; and periodic assessments of the implementation of management plans by those responsible for implementing them, including the Department of Parks and Wildlife and, if the land is State forest or a timber reserve, the Forest Products Commission.

Commission membership

In accordance with the CALM Act, members of the Conservation Commission are to be persons who, in the opinion of the Minister, have knowledge of and experience in

- the conservation or management of biodiversity, or
- environmental management, including the management of the natural environment for use for recreational purposes, or
- the sustainable use of natural resources;

or

- have a particular function or vocational interest relevant to the functions of the Conservation Commission;

and

- are able to make a contribution to the functions of the Conservation Commission.

One member is to be a person who, in the opinion of the Minister, has knowledge of and experience in Aboriginal cultural and Aboriginal heritage matters relevant to the functions of the Conservation Commission, and is able to make a contribution to the functions of the Conservation Commission.

The Conservation Commission's members were appointed for a period of three years from 1 January 2012 until 31 December 2014 and have been extended by the Minister for Environment pending CALM Act amendments to create the Conservation and Parks Commission.

Mr Brian Easton – Chairman



Mr Easton has a distinguished career in the public service sector spanning three decades. Mr Easton authored the report into the future of the Rottneest Island Authority (RIA) and was CEO of the RIA from 1995-99. He served as CEO at Perth Zoo from 1999-2003 and was also Vice President of the Executive Committee of the Australasian Zoos Association in this period. In 2003, Mr Easton became a director of Melbourne Zoo assisting with strategic planning and designing new displays and visitor facilities. Mr Easton has been appointed for a further three-year term as Chair of the Zoological Parks Authority. Mr Easton operates a small property in the South West based on sustainable living practices and chairs a local River Restoration Group engaged in community conservation education programs.

Mr William Mitchell AM – Deputy Chairman



Mr Mitchell is a past long-term President of both the Shire of Murchison and the WA Local Government Association. He has held positions on the WA Soil and Land Conservation Council, WA Rivers and Estuaries Council and is currently Chairman of Rangelands NRM WA. Mr Mitchell is a retired pastoralist from the Murchison region of WA. He brings to the Commission extensive knowledge of matters related to the management of WA rangelands and of local government generally.

Mr Brian Middleton



Mr Middleton has an accounting practice in Margaret River. He has been President of Rotary; President of Margaret River High School P&C Association; Treasurer of Friends of the Cape to Cape Track; Chair of the Business Enterprise Centre; Chair of the Margaret River Education Campus Board; Chair of the Shire's Sustainability Advisory Committee; and has served six years as a shire councillor. Mr Middleton's special interests are business and community development, education and preserving significant natural heritage areas. He is a passionate bushwalker who believes preservation of wild spaces is vital in enabling and encouraging people to enjoy the wonders of nature.

Dr Steve Harvey



Dr Harvey currently holds the roles of Science Director and Deputy Director for CSIRO's Mineral Resources National Research Flagship, based at the Australian Resources Research Centre (ARRC) in Perth. The Flagship applies world-leading science and engineering know-how in support of Australia's minerals industry. In addition to its laboratories at the ARRC facility, the Flagship has sites in Brisbane, Sydney and Melbourne. Dr Harvey represents CSIRO's interests on a number of boards of management and advisory groups including the John de Laeter Centre for Mass Spectrometry and the Australian Centre for Geomechanics. He has overall responsibility for managing the Flagship's relationships with Western Australian government agencies and state-based universities. After completing his doctorate in chemistry at UWA, Dr Harvey took up a position as a postdoctoral fellow at the University of Alabama, USA. He joined CSIRO in 1995, following 5 years in the Western Australian public sector in policy roles with the then Department of Transport.

Dr Regina Flugge



Dr Regina Flugge has over 25 years of experience in environment, climate change and sustainable development roles. Dr Flugge has worked in the education, government, not-for-profit and corporate sectors with responsibilities across environmental management; corporate environmental governance; education; research; policy development; the provision of high-level advice; strategy development; business planning; and advocacy. Dr Flugge's career includes substantial experience in the resources industry through roles with the Chamber of Minerals & Energy and Rio Tinto, especially in the Pilbara region. Dr Flugge is currently the General Manager of Environmental Sustainability at RAC. Dr Flugge also has over 16 years of experience as a board director across statutory and not-for-profit boards and committees. Dr Flugge is a non-executive director of Rangelands NRM WA and a member of the Air Quality Coordinating Committee. Dr Flugge was a non-executive director of the Sustainable Energy Association of Australia and her past associations include the Governing Council of the West Pilbara College of Technical and Further Education; Rangelands Regional Assessment Panel for the Natural Heritage Trust; and the Coastal Planning & Coordination Council. Dr Flugge has a Bachelor of Applied Science; Master of Science; Master of Business Administration; Master of Management; and is a Doctor of Business Administration. Dr. Flugge is a member and graduate of the Australian Institute of Company Directors; associate fellow of the Australian Institute of Management; a member of the National Environmental Law Association; and a member of the Environment Institute of Australia & New Zealand. Dr Flugge maintains a keen interest in the biodiversity and ecosystems of the Pilbara region.

Professor Ross Dowling OAM



Professor Ross Dowling is Foundation Professor of Tourism and Associate Head for the School of Business at Edith Cowan University. Professor Dowling is an environmental scientist conducting international research, training and development of tourism in natural areas. His principal teaching, research and consultancy interests lie in ecotourism, geotourism and cruise ship tourism. He co-founded Ecotourism Australia and is the immediate past Chair of the Forum Advocating Cultural and Eco Tourism (FACET) in Western Australia. Professor Dowling is a geotourism advisor for UNESCO Global Network of National Geoparks and a founder of the Global Geotourism Conferences. Prior to moving to Australia, Professor Dowling worked in New Zealand where he was Foundation Advisory Officer with the Ministry for the Environment and was awarded a Nature Conservation Council Foundation Citation for his efforts in conservation education. Professor Dowling brings to the Commission knowledge and experience in relation to conservation and tourism development.

Dr David Newsome



Dr David Newsome is an associate professor in the School of Environmental Science at Murdoch University. David's research focuses on the sustainable recreational use of landscapes, maintaining the integrity of peri-urban reserves and the assessment and management of tourism activity in both marine and terrestrial protected areas. David has a comprehensive knowledge of Parks and Wildlife's management planning process and is familiar with recovery planning, wildlife tourism development and managing human visitation to natural areas and wildlife icons. David's research has contributed to policy development, the provision of recreational facilities and in the development of guidelines for the assessment and monitoring of park values. He is familiar with the development of performance indicators that can be applied in environmental auditing and management plan assessment in both the terrestrial and marine park context. David has also worked as a consultant to industry in the areas of environmental assessment, biological survey and environmental monitoring. He has co-authored and edited 5 books in the areas of natural area tourism, wildlife tourism and geotourism and is a member of the IUCN World Commission on Protected Areas. His current interests include fostering protected area partnerships between China and Australia and promoting collaborations between WA parks and the ASEAN protected area network.

Ms Vanessa Davies



Ms Davies is an Aboriginal woman who has traditional connections to both Wongai and Noongar peoples in Western Australia. Ms Davies is currently employed in the private sector as the national general manager of Diversity and Indigenous Engagement at the Compass Group in Australia. Prior to joining Compass, Ms Davies worked as Assistant Director at Serco Asia Pacific and was the Chief Executive Officer of the largest Aboriginal medical service in Australia: Derbarl Yerrigan Health Service Inc. Based on her current and previous employment history, Ms Davies has had comprehensive experience at the executive management level working in government relations, justice, employment and education, health, and community and Indigenous relations. Her employment history has involved working with various companies, organisations, governments and community groups in Western Australia and throughout Australia. Ms Davies began her career as a qualified secondary school teacher, and in 2000, completed a master's degree in management and leadership. Vanessa is also a member of the Swan River Trust, Marr Mooditj Training and State Training Boards.

Mr Wade DeCampo



Mr DeCampo has been Manjimup shire president since 2005. He is a fitter machinist by trade and moved onto the family farm, then into managing the family transport business while still taking an active role in the farming division. Mr DeCampo is managing director of DeCampo Transport Pty Ltd and Arden Downs Pty Ltd and is a member of the Pemberton Chamber of Commerce, chairman of the Warren Blackwood Alliance and the Rotary Club of Manjimup. Mr DeCampo is currently a member of following council committees: Review Committee (CEO), Audit Committee, Manjimup Local Emergency Management Committee, Marketing Advisory Committee, Pemberton Townscape Committee and Plant Replacement Committee.

The Conservation Commission met on the second Monday of each month. During the reporting period, 8 meetings were held including 2 in which the business was resolved via circular resolution.

One committee of the Conservation Commission operated during the reporting period in accordance with clause 5, Schedule 1 of the CALM Act - the Management Planning Review Committee (MPRC).

Members of the MPRC were Mr Brian Easton (Chair); Dr David Newsome and Mr Brian Middleton.

Executive support

In 2006 an operational relationship agreement was signed between the Conservation Commission and Parks and Wildlife which established the Conservation Commission service unit.

The Conservation Commission service unit had four staff at 30 June 2016.

Operational systems support is provided to the service unit by Parks and Wildlife under the operational relationship agreement, last reviewed and confirmed in November, 2013.

Other key legislation impacting on the Conservation Commission's activities:

- *Aboriginal Heritage Act 1972*
- *Contaminated Sites Act 2003*
- *Environmental Protection Act 1986*
- *Forest Products Act 2000*
- *Heritage of Western Australia Act 1990*
- *Land Act 1933*
- *Land Administration Act 1997*
- *Public Sector Management Act 1984*
- *Mining Act 1978*
- *Wildlife Conservation Act 1950*

Performance Management Framework

The following table shows the relationship between the Conservation Commission's desired outcomes and the appropriate government goal.

Table 1. Support of government goals

Government goal	Desired outcome	Services and key performance indicators
Social and environmental responsibility	To conserve the State's biodiversity and ensure the conservation estate is managed in an ecologically sustainable manner.	<p>1. Policy Development</p> <p>Key effectiveness indicator:</p> <ol style="list-style-type: none"> 1. Clear policies for the preservation of the natural environment and the provision of facilities for the enjoyment of that environment by the community
		<p>2. Vesting Authority</p> <p>Key effectiveness indicator:</p> <ol style="list-style-type: none"> 1. Vested conservation estate area 2. Establishment and management of joint management arrangements 3. Use of and changes to vested estate purpose, area
		<p>3. Management Planning</p> <p>Key effectiveness indicator:</p> <ol style="list-style-type: none"> 1. Relevant performance criteria and monitoring tools 2. Relevant, concise and widely-read management plans 3. Relevant, concise and widely-read performance assessments
		<p>4. Ministerial Advice</p> <p>Key effectiveness indicator:</p> <ol style="list-style-type: none"> 1. Timely, relevant advice

Agency Performance

The decisions of the Conservation Commission, the Commissioners and its service unit are guided by the following principles:

- compliance with relevant state government policies and national and international agreements, protocols and conventions relating to ecologically sustainable development and biological diversity conservation,
- the application of the precautionary principle,
- intergenerational equity,
- involvement of Aboriginal people, consideration of their perspectives and cultural needs in particular protecting and conserving the value of the land to their culture and heritage,
- community involvement, participation, appreciation and enjoyment in relation to the natural environment, and
- maintaining a diverse range of values, including cultural and heritage values.

Estate

The Conservation Commission's main objectives in relation to vested lands and strategies for delivering these are identified below:

Table 2. Objectives and strategies for vested lands

Objectives	Strategies
Identify what is required for a comprehensive, adequate and representative reserve system for Western Australia	Promote the maintenance and extension of a comprehensive, adequate and representative reserves system through the strategic acquisition of key lands and innovative funding.
Consider proposed changes of purpose, or boundary of, land vested in the Conservation Commission, and	Provide advice upon request to the Minister for Environment on applications for changes in purpose or boundaries, including advice on any contentious issues or activities and proposed excision of areas that are not of value in maintaining biological diversity.
Evaluate potentially incompatible activities on vested lands with a view to maximise biological diversity.	Consult and provide advice on matters relating to leases, licences, permits, mining tenements and any other activities on land vested in the Conservation Commission.

Advice on matters relating to leases, licences, permits, mining tenements and other activities such as utility infrastructure proposed on land vested in the Conservation Commission was provided to Parks and Wildlife during this reporting period. Table 3 summarises the Conservation Commission's consideration of CALM Act leases, licences and permits.

Table 3. CALM Act leases, licences and authorities endorsed during the period 1 July 2015 to 6 May 2016

CALM Act leases, licences and authorities	Conservation Commission endorsement
Commercial operations licences	13
Apiary authorities	632
Other leases and licences	75

*Source – Department of Parks and Wildlife, 2016

Vested lands

As at 6 May 2016, the total area of lands vested in the Conservation Commission was 19,217,024 hectares. Table 4 provides a summary of land classifications.

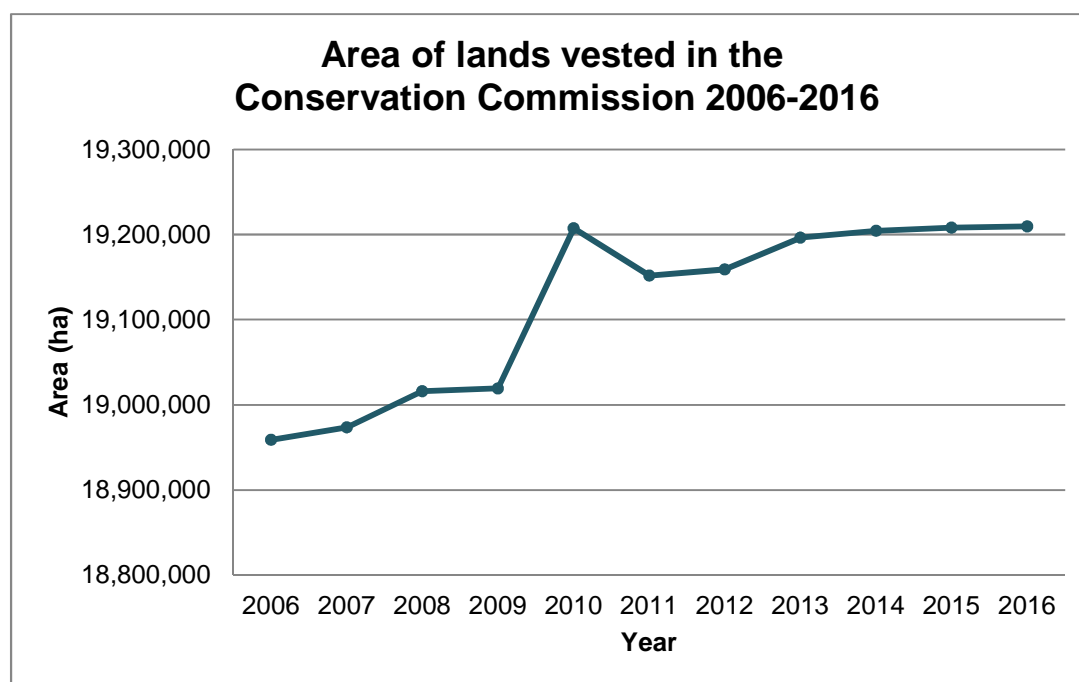
Table 4. Land vested in the Conservation Commission*

Land classification	Area as at 6 May 2016 (ha)	Area as at 30 June 2015 (ha)	Change (ha)
National parks	6,243,833	6,243,904	-71
Conservation parks	849,076	848,344	+732
Nature reserves	10,248,014	10,247,195	+819
State forests	1,304,154	1,304,251	-97
Timber reserves	123,135	123,154	-19
CALM Act section 5(1)(g) and 5(1)(h) reserves	441,600	441,483	+117
Total	19,209,812	19,208,331	+1,481

*Source – Department of Parks and Wildlife, 2016

Figure 1 shows the growth in vested lands over the last decade.

Figure 1. Area of lands vested in the Conservation Commission at 6 May 2016



Management plans

The Conservation Commission adopts the following three principles to guide the preparation of management plans:

- **a regional approach** – planning areas should relate to a suite of reserves within a geographical area rather than individual reserves where applicable,
- **more concise documents** – plans should focus on relevant site specific values, threats and management responses, and
- **meaningful objectives** – plan objectives and strategies should be values-driven, precise, specific, achievable, realistic, time-related and measurable whilst allowing for new opportunities as they arise. Plans should also relate to higher-level commitments at the state, national and international levels.

The Conservation Commission ensures the implementation of these principles through the recommendations provided by the MPRC. The MPRC's main functions are to review processes and procedures for the development of management plans for areas and interests of the Conservation Commission; advise the Conservation Commission on priorities for areas and issues needing management plan development; and to facilitate liaison with Parks and Wildlife for the delivery of the Conservation Commission's statutory responsibilities in the preparation and submission to the Minister of proposed management plans and the review of expiring plans.

Summary of management plan progress

The following management plans were prepared by the Conservation Commission and submitted to the Minister of Environment under s54 and s59A of the CALM Act, respectively:

- *Kalbarri National Park management plan 2015*;
- *Swan Coastal Plain South management plan 2016*; and
- *Esperance and Recherche parks and reserves management plan 2016*

During the reporting period the Conservation Commission also prepared the *Albany coast draft management plan 2016*, which is currently subject to a period of public submissions in accordance with s58 of the CALM Act.

In addition, the Conservation Commission, through its service unit, worked in the finalisation and presentation to the Conservation Commission for endorsement of the *Proposed Lalang-garram/Horizontal Falls and North Lalang-garram marine parks, and proposed Oomeday National Park draft joint management plan 2015*, during the reporting period. The period of public submissions closed on 22 January 2016.

Tables 5a and 5b indicate progress of draft and final management plans at the end of the reporting period:

Table 5a. Status of draft management plans at 6 May 2016

Management plan area	Status
Walyarta, Kurriji Pa Yajula and Eighty Mile Beach Reserves	Draft plan in preparation
Yawuru Northern Intertidal Area	Draft plan in preparation

Table 5b. Status of final management plans at 6 May 2016

Management plan area	Status
Yoorrooyang Dawang Conservation Parks	Final management plan in preparation
Albany coast draft management plan 2016	Currently subject to a period of public submissions
Proposed Lalang-garram/Horizontal Falls and North Lalang-garram marine parks, and proposed Oomeday National Park draft joint management plan 2015	Closing date for submissions was 22 January 2016. Final management plan in preparation.

Old-growth forests

During the reporting period the Conservation Commission received one new request to assess whether areas on the indicative timber harvesting plan should be classified as old-growth forest. The Conservation Commission evaluated the nomination and resolved, on the basis of a review of logging history and preliminary field inspection of the nominated areas, that no new areas of old-growth forest existed.

Detailed results of old-growth forest assessments, including aerial maps, can be accessed through the Conservation Commission's website.

Policy function

During the reporting period, the Conservation Commission developed the following position statements in accordance with its policy functions under s19 of the CALM Act:

- Conservation Commission Position Statement No. 12 – *Basic Raw Materials: state government and local government access to lands vested in the Conservation Commission under the Conservation and Land Management Act 1984*, which updated and replaced the *Conservation Commission's Policy Statement No. 3: Basic Raw Materials* of July, 2006; and
- Conservation Commission Position Statement No. 6 – *Management Plans for lands vested in the Conservation Commission under the Conservation and Land Management Act 1984*, which updated and replaced *Position Statement No. 6: the preparation of management plans for lands vested in the Conservation Commission under the Conservation and Land Management Act 1984*, of March, 2012.

Performance assessment

Conservation Commission performance assessments are undertaken primarily to fulfil the functions described in section 19(1)(g) of the CALM Act. That is, to “assess and audit the performance of the Department of Parks and Wildlife and the Forest Products Commission in carrying out and complying with the management plans”.

Performance assessments also help inform the Conservation Commission's policy development function and its responsibility to advise the Minister on conservation and management of biodiversity components throughout the state.

During the reporting period, the Conservation Commission published two periodic assessments:

- Performance Assessment: *Karijini National Park Management Plan 1999-2009*. Through this performance assessment, the Conservation Commission identified the extent to which the management plan objectives have been achieved and strategies implemented.
- Key Performance Indicators. Through this assessment, the Conservation Commission sampled three terrestrial management plans and assessed progress towards the achievement of KPIs and how well KPIs measure management plan objectives.

Site Visits

The Chair and Mr Brian Middleton represented the Conservation Commission on a site visit to Barrow Island in August, 2015. Supported by senior staff from the Department of Parks and Wildlife and Chevron Australia, the site visit provided a unique opportunity for the Commission to gain a deeper understanding of management issues on the island.

Interaction with other agencies

In order to ensure it effectively executes its functions under the Act, the Conservation Commission works closely with a range of other agencies including, the Department of Parks and Wildlife, Department of Environment Regulation, Environmental Protection Authority and the Marine Parks and Reserves Authority. The Conservation Commission also liaises with local government authorities and a range of government agencies such as the Forest Products Commission, Department of Mines and Petroleum, Department of Water, Main Roads Western Australia, Department of Planning and the Department of State Development.

Significant issues impacting the agency

Amendments to the *Conservation and Land Management Act 1984*, created the Conservation and Parks Commission on 7 May 2016, bringing to a close the responsibilities of the Conservation Commission of Western Australia.

Disclosures and legal compliance

Financial statements

Funding for the operation of the Conservation Commission is provided through Parks and Wildlife. Expenditure is managed and administered by the Conservation Commission and the reporting and audit of expenditure is undertaken by the Department of Parks and Wildlife.

Total expenditure for the Conservation Commission for the financial year ended 30 June 2016 was \$0.719 million as identified in Parks and Wildlife's 2015-2016 Annual Report (2015; \$0.740 million).

Ministerial directives

In the reporting period there have been no instances under the CALM Act section 24 where the Minister has given the Conservation Commission directions in writing with respect to the exercise or performance of its functions.

In accordance with the CALM Act section 17(4), there have been no instances where advice has been provided to the Minister under section 19(10) and the Minister has decided to act otherwise than in accordance with the recommendation.

Other financial disclosures

Employment and industrial relations

Table 6. Staff Profile at 6 May 2016

	2016		2015	
	Headcount	FTE	Headcount	FTE
Full time permanent	2	2	1	1
Part time permanent	1	1	2	1.8
Secondment	1	1	1	1
Total	4	4	4	3.8

Governance disclosures

At the date of reporting, no Commissioners or service unit officers, or firms of which Commissioners or officers are members, or entities in which Commissioners or officers have substantial interests, had any interests in existing or proposed contracts with the Conservation Commission, other than normal contracts of employment of service; or had any interests in issues before or likely to come before the Conservation Commission for consideration, endorsement or consultation.

Board and committee remuneration

Table 7: Board Remuneration

Position	Name	Annual remuneration	Period of membership
Chair	Brian Easton	\$40,700*	1/7/2015 – 6/5/2016
Deputy Chair	Bill Mitchell	\$15,200*	1/7/2015 – 6/5/2016
Member	Vanessa Davies	\$8,700*	1/7/2015 – 6/5/2016
Member	Wade De Campo	\$8,700*	1/7/2015 – 6/5/2016
Member	Ross Dowling	\$8,700*	1/7/2015 – 6/5/2016
Member	Regina Flugge	\$8,700*	1/7/2015 – 6/5/2016
Member	Steve Harvey	\$0	1/7/2015 – 6/5/2016
Member	Brian Middleton	\$8,700*	1/7/2015 – 6/5/2016
Member	David Newsome	\$8,700	1/7/2015 – 6/5/2016

*plus superannuation

Other legal requirements

Disability access and inclusion plan outcomes

The Conservation Commission has adopted the Department of Parks and Wildlife *Disability Access and Inclusion Plan 2012-2017*.

Compliance with public sector standards and ethical codes

In accordance with section 31(2) of the *Public Sector Management Act 1994*, the Conservation Commission of Western Australia is not a statutory authority within the meaning of the *Financial Management Act 2006*, but is a statutory body established by section 18 of the CALM Act.

Conservation Commission staff are employees of Parks and Wildlife. Parks and Wildlife provides the framework for human resource management within the Conservation Commission through an operational relationship agreement.

In the management and direction of the Conservation Commission service unit, the Director has complied with Public Sector Standards in Human Resource Management, the Western Australian Public Sector Code of Ethics and the Conservation Commission's Code of Conduct.

Information on both the Code of Ethics and the Code of Conduct is provided to new employees and members of the Commission on commencement with the Conservation Commission.

No complaints have been lodged under the Code of Ethics during the reporting period and there have been no instances of misconduct.

Recordkeeping plans

Management of the Conservation Commission's documents and information is provided in accordance with the Department of Parks and Wildlife Recordkeeping Plan, 2008.

All files created during the term of the Conservation Commission will be closed and archived in accordance with the Conservation Commission's Retention and Disposal Schedule.

Training in document management is included in new staff members' induction to the Conservation Commission.

Government policy requirements

Substantive equality

Parks and Wildlife implements the State Government's *Policy Framework for Substantive Equality* primarily through management planning processes associated with the CALM Act.

Information on Parks and Wildlife's progress towards achievement in implementing the policy framework can be found in Parks and Wildlife's Annual Report.

Occupational Safety, Health and Injury Management

Parks and Wildlife's Occupational Safety and Health (OSH) policy requires managers to demonstrate, maintain, monitor and review OSH in the workplace and places a responsibility on employees to implement a cycle of continuous improvement.

No workers' compensation claims were recorded during the reporting period.

The Conservation Commission works to the policy laid down by Parks and Wildlife. The Conservation Commission Director is a safety officer and fire warden.

Table 8: Performance reporting: Occupational safety, health and injury management

Measure	Actual results		Results against target	
	2014-15 ⁽¹⁾	2015-16 ⁽²⁾	Target	Comment on result
Number of fatalities	0	0	0	Achieved
Lost time injury and/or disease incidence rate	0	0	0	Achieved
Lost time injury and/or disease severity rate	0	0	0	Achieved
Percentage of injured workers returned to work:				
(i) within 13 weeks	0	0	0	
(ii) within 26 weeks	0	0	0	Achieved
Percentage of managers trained in occupational safety, health and injury management responsibilities	100%	100%	100%	Achieved

Note (1): This is a three-year trend; thus, the year is to be three years prior to current reporting year (i.e. current year is 2014-15; previous year is 2012-13).

Note (2): The current year