Working at EPA
Employee Handbook
Introduction

This Employee Handbook has been developed as a resource for all employees to help you find the information you need to know. It gives you key information and links about:

- how government works
- the role, structure, function and purpose of EPA
- the terms and conditions of your employment
- the benefits of working in the Victorian Public Sector (VPS) and at EPA.

It is particularly important that employees new to government have an understanding of the public sector and the different legislation which impacts on public servants. Please take the time to familiarise yourself with the contents of this Employee Handbook.

The Employee Handbook will be continually updated to ensure it has the information you need. If there is other information you think should be included please contact the People & Culture Unit.
Welcome from the Chief Executive Officer

Dear Colleague,

Welcome to EPA. You are joining an innovative and dynamic organisation, which is also the second oldest environment agency of its kind in the world.

With a growing community awareness of the effects of climate change and the importance of our natural environment, EPA has a critical role to play in protecting, caring for and improving the environment for the Victorian community.

EPA has put a lot of effort into, and will continue to nurture a workplace culture where people are supported and empowered to deliver in their roles, and where we can work collaboratively to achieve our vision of the Victorian community living sustainably.

Our people are the only way that we can achieve our business outcomes, and we have done, and continue to do, a great deal of work to ensure that our people know how much we value their contributions.

Effective communication and consultation are fundamental to the way EPA does business, both with our external stakeholders and within our organisation. Communication is two-way and I and my executive and management teams appreciate and welcome constructive and creative input, comments, suggestions and feedback.

This Employee Handbook provides a range of information to assist you in familiarising yourself with our functions, work culture and the terms and conditions of your employment. Please feel free to discuss this information with your manager and colleagues.

Again, welcome to EPA. I look forward to a constructive, productive and enjoyable relationship with you over the period of your employment with EPA, while you continue to develop your career.

John Merritt
Chief Executive Officer
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Victorian State Government

There are three tiers of Government in Australia: federal, state and local. EPA is part of the Victorian State government.

Our State government has a separation into areas to ensure no single area has complete power. The three separate areas are:

- The Legislature (parliament)
- The Judiciary (courts of law and tribunals)
- The Executive (government departments and agencies)

The Parliament is responsible for creating the laws that govern our state. Members of Parliament are elected by the Victorian community at elections held every four years.

The Judiciary is comprised of courts and tribunals, which interpret the laws, adjudicate disputes and impose penalties on people or organisations that break them.

The Executive is responsible for the administration and implementation of laws. It includes the Premier, Ministers and administrative agencies of government, such as departments and public entities like EPA.

For an overview of how Victoria's State government works please read Welcome to Government. This booklet was included in your Induction kit and it is your introduction to working in the Victorian Public Sector. You can find out more about the Victorian Government by visiting http://vic.gov.au, or for information about the Parliament you can visit http://www.parliament.vic.gov.au.

Environment Protection Act 1970


The EP Act is outcome oriented, with a philosophy of preventing pollution and environmental damage by setting environmental quality objectives and establishing programs to do so. Over the years, the EP Act has evolved to keep pace with best practice in environment protection and regulation, and to meet the needs of the Victorian community. EPA has also evolved to ensure its effectiveness in regulating the environment and working towards a sustainable future.

In addition to the EP Act, EPA administers the following legislation:

- Pollution of Waters by Oils and Noxious Substances Act 1986
EPA also administers subordinate legislation (to the EP Act) including:

**Regulations**
- Environment Protection (Scheduled Premises and Exemptions) Regulations 2007
- Environment Protection (Ships’ Ballast Water) Regulations 2006
- Environment Protection (Vehicle Emissions) Regulations 2003
- Environment Protection (Distribution of Landfill Levy) Regulations 2002
- Environment Protection (Fees) Regulations 2001
- Environment Protection (Residential Noise) Regulations 1997
- Pollution of Waters by Oil and Noxious Substances Regulations 2002

**State Environment Protection Policies (SEPP)**
- SEPP (Ambient Air Quality)
- SEPP (Air Quality Management)
- SEPP (Prevention and Management of Contamination of Land)
- SEPP (Groundwaters of Victoria)
- SEPP (Control of Music Noise from Public Premises)
- SEPP (Control of Noise from Commerce, Industry and Trade)
- SEPP (Waters of Victoria)

**Waste Management Policies (WMP) and Industrial Waste Management Policies (IWMP)**
- IWMP (Movement of Controlled Waste between States and Territories)
- IWMP (National Pollutant Inventory)
- IWMP (Protection of the Ozone Layer)
- IWMP (Waste Acid Sulfate Soils)
- WMP (Ships’ Ballast Water)
- WWMP (Siting, Design and Management of Landfills)
- WMP (Solid Fuel Heating)
- WMP (Used Packaging Materials)

**Notifiable Chemical Orders**
- Order Relating to Notifiable Chemicals (Chlorine Compounds)
- Order Relating to Notifiable Chemicals (Polychlorinated Biphenyls-PCBs)
- Order Relating to Notifiable Chemicals (Organotin Antifouling Paint)
- Order Relating to Notifiable Chemicals (Arsenic and Arsenic Compounds)

More information on these is available from EPA’s website.
The Authority & Government

The *Environment Protection Act 1970* established the EPA as an independent corporation. This is to ensure it remains objective and free from political bias. The EP Act also established the Environment Protection Board and the role of Chairman.

**Chairman**

The Chairman is appointed by the Governor-in-Council, and has sole responsibility and authority to enact all the regulatory powers under the EP Act. Some of this responsibility may be delegated. The Environment Protection Board is an advisory board whose role is to advise the Chairman and Minister. The Deputy Chairman (if appointed by the Governor in Council) assists the Chairman in the performance of their duties, and where the Chairman is unable to do their duties, acts as Chairman.

The Chairman, Deputy Chairman and members of the Board are bound by the *Public Administration Act 2004*.

While EPA performs an independent function, it is accountable to the Victorian community. This accountability occurs through the Department of Sustainability and Environment (DSE) for some functions and directly to the Minister for Environment and Climate Change for others.

**Chief Executive Officer (CEO)**

The CEO is responsible for the day to day business operations of the organisation as well as management of risk, individual statutory decisions and financial and resourcing decisions (including ultimate authority regarding employment matters). The CEO is supported in making these decisions by the Executive Management Team and all EPA employees. The CEO is accountable to the Chairman.

The CEO is an Administrative Office Head for the purposes of the *Public Administration Act 2004*.

For more information about the role of the Chairman and how it relates to the role of the Chief Executive Officer click [here](#).
As an employee of the EPA, you are part of the Victorian Public Sector (VPS) and are bound by the Public Administration Act 2004, the VPS Agreement 2006 (2009 extended and varied version) and any standards issued by the Public Sector Standards Commissioner. Please take the time to familiarise yourself with the following sections of the Employee Handbook to ensure you understand the values of the VPS, the responsibilities you have and how you can expect to be treated as a VPS employee.

Public Sector Values

The Public Administration Act 2004 (section 7) outlines the Victorian Public Sector values which underpin and reflect the behaviours essential to the relationship between:

- the public sector and the Government
- the public sector and the community
- those who work in the public sector.

The values are:

**Responsiveness**
- providing frank, impartial and timely advice to the Government
- providing high quality services to the Victorian community
- identifying and promoting best practice.

**Integrity**
- being honest, open and transparent in their dealings
- using powers responsibly
- reporting improper conduct
- avoiding real or apparent conflicts of interest
- striving to earn and sustain public trust at the highest level.

**Impartiality**
- making decisions and providing advice on merit without bias, caprice, favouritism or self-interest
- acting fairly by objectively considering all relevant facts and applying fair criteria
- implementing Government policies and programs equitably.

**Accountability**
- working to clear objectives in a transparent manner
- accepting responsibility for their decisions and actions
- seeking to achieve best use of resources
- submitting themselves to appropriate scrutiny.
Respect

- treating others fairly and objectively
- ensuring freedom from discrimination, harassment and bullying
- using their views to improve outcomes on an ongoing basis.

Leadership

- actively implementing, promoting and supporting these values.

Human Rights

Public servants should also respect and promote the human rights set out in the Charter of Human Rights and Responsibilities Act 2006 by:

- making decisions and providing advice that is consistent with human rights
- actively implementing, promoting and supporting human rights.

These values are reflected and complemented by the VPS Code of Conduct and employment principles.

Employment Principles

Section 8 of the Public Administration Act 2004 (section 8) outlines the principles for employment in the public sector. These principles reflect and complement the public sector values. All public sector employers are required to establish processes to ensure:

- employment decisions are based on merit
- employees are treated fairly and reasonably
- equal employment opportunity is provided

- human rights, as set out in the Charter of Human Rights and Responsibilities Act 2006, are upheld
- public sector employees have a reasonable avenue of redress against unfair or unreasonable treatment
- a career public service is fostered.

For further information about these employment principles, please read the guidelines developed by the State Services Authority on Equal Employment Opportunity, Fair and Reasonable Treatment and Merit in Employment.

Code of Conduct

The Code of Conduct for Victorian Public Service Employees 2007 is based on and reinforces public sector values. It prescribes how, as public servants, we are required to conduct our business and treat:

- the public
- our clients, and
- each other as colleagues.

It is a condition of employment that all VPS employees comply with the Code of Conduct, and disciplinary action may be taken if the Code of Conduct is breached.

Please read and familiarise yourself with the Code of Conduct and ensure that you act in accordance with it at all times in the performance of your work activities.
Work/Life Balance

The Victorian Government supports a balance between work and other aspects of life for all Victorians. Employees in the VPS have access to flexible work arrangements to enable a balance of work with other life activities including family, health, study, sport and exercise, carer responsibilities, hobbies and life/career aspirations.

The emphasis on work/life balance gives employees benefits that go beyond financial rewards. Amongst other things, EPA employees may have access to flexitime, purchased leave and flexible working hours and flexible leave arrangements to support their work/life balance.

Victorian Public Service Agreement 2006 (2009 extended and varied version)

All non-executive employees are subject to the employment conditions set out in the Victorian Public Service Agreement 2006 (2009 extended and varied version) – the VPS Agreement.

The VPS Agreement was negotiated between the Victorian Government and the Community and Public Sector Union (CPSU) and was certified by the Australian Industrial Relations Commission in June 2009. It replaces all previous VPS Agreements.

The VPS Agreement sets out all the terms and conditions of employment, including rates of pay and pay increases that will apply to all VPS employees until 30 June 2011.

Some of the key new conditions in the VPS Agreement (including those that have been modified by the Fair Work Act 2009) are:

- Employees are required to give 4 weeks’ notice in writing of resignation
- Any amount of annual leave may be taken at half pay (no minimum)
- Annual leave will accrue on a daily basis from 1 January 2011 (i.e. crediting annual leave in advance will cease)
- Long Service Leave – is recorded in hours and may be taken at any fraction and in any amount (no minimum)
- EPA is required to advise employees of their usual place or places of work. Employees to be given two weeks’ notice of change to work location
- Employees may purchase any amount of leave over a year, by agreement with their manager
- Parental leave: Permanent care leave – 14 weeks’ paid leave if primary caregiver; Grandparent leave – up to 52 weeks’ unpaid leave if primary caregiver; an additional 2 weeks’ adoption leave if secondary caregiver. Under the Fair Work Act 2009 adoption leave is available when adopting children up to the age of 16 years (rather than five years as specified in the Agreement).
- Paid carer’s leave is available where the person being cared for is part of the employee’s ‘immediate family’ and wholly or substantially dependent on the employee. The amount of paid carer’s leave that can be taken is limited only by the employee's sick leave entitlements, and further paid carer’s leave can be accessed from the employee's compassionate leave entitlements (up to 3 days on each separate occasion of illness or injury). Unpaid carer’s leave is also available on each occasion of illness or unexpected emergency.
- EPA can require a medical certificate if there is “genuine concern” about an employee's capacity to undertake their duties (from a doctor of mutual choice).

The VPS Agreement and other relevant information, such as explanatory information on the VPS Agreement, EPA-specific allowances (Appendix 6 of the VPS Agreement), and other specific conditions of employment, can be accessed by selecting the links below.
Relevant Links

VPS Agreement 2006 (2009 extended and varied version) - Core Terms & Conditions of Employment
VPS Agreement 2006 (2009 extended and varied version) - Appendix 6 (sets out EPA specific allowances)
VPS Agreement 2006 (2009 extended and varied version) - Other Appendices
VPS Agreement 2006 (2009 extended and varied version) - Salary Schedule

Please contact the People & Culture Unit if you have any enquiries regarding the application or interpretation of the VPS Agreement 2006 (2009 extended and varied version).

Fair Work Information Statement

The Fair Work Information Statement is one of ten National Employment Standards and forms part of the minimum terms and conditions under the Fair Work Act 2009 (Cth).

From 1 January 2010 employers are required to provide all new employees with a copy of, or access to, the Fair Work Information Statement. This Statement must be provided before or as soon as practicable after the employee commences employment.

Click here to view the Fair Work Information Statement.
Strategic Direction

Our strategic direction is a 5-10 year guide for the “big picture”, which sets out our vision for the future, our purpose, our organisational objectives and our values.

We use our strategic direction to guide our decision-making and corporate planning.

For more information on EPA's strategic direction, click [here](#).

Vision

Our vision is the Victorian Community living sustainably.

A community living sustainably knows the impact of the decisions it makes and the actions it takes on the environment and:

- Efficiently uses and renews resources
- Understands how what is good for the environment is good for the economy and society
- Lives in a healthy environment that provides clean air, water and land
- Meets the needs of today without compromising the ability of future generations to meet their needs.

Purpose

EPA's purpose is to protect, care for and improve the environment.

Values, Culture & Guiding Behaviours

Our values, culture and Guiding Behaviours are an important part of our business model and strategic direction. They express:

- how we conduct ourselves as an organisation
- how we work together, and
- how we work with our stakeholders.

Our values are:

- Collaboration
- Innovation
- Integrity
- Respect.

Our culture statement is “Confident people working together for the future”.

Our ten Guiding Behaviours are:

1. Build relationships
2. Give and ask for feedback
3. Define success early
4. Support each other to deliver
5. Celebrate success
6. Listen and question
7. Do things differently to achieve better outcomes
8. Communicate clearly and directly
9. Take responsibility
10. Have fun.
Leadership at EPA

Chairman
The Chairman holds the powers, duties and functions of the Authority under the Environment Protection Act 1970 and must ensure the appropriate exercise of all powers, duties and functions of the EPA under section 13. Effectively, the Chairman is responsible for:

• our strategic direction
• oversight of delegated statutory decisions
• governance, and
• securing organisational performance, taking account of risk.

Chief Executive Officer (CEO)
The CEO is our Administrative Office head, and is responsible for the day-to-day business operations of the organisation as well as management of risk, individual statutory decisions and financial and resourcing decisions (including ultimate authority regarding employment matters). The CEO is supported in making these decisions by the Executive Management Team and all EPA employees. The CEO is accountable to the Chairman.

For more information about the roles of the Chairman and CEO, click here.

Directors
Each director at EPA has responsibility for one of EPA's directorates and they work closely with the CEO in determining EPA's strategic direction, both as individuals and as part of the Executive Management Team (EMT). Directors lead the strategic direction of their directorate and the implementation of strategies, and ensure alignment and integration between their directorate and the organisation as a whole.

Managers
Managers provide leadership and management of their units. They are accountable for the effective performance of their unit, and their unit's contribution to achieving EPA's Corporate Plan and strategic objectives. As part of the EPA Leadership Team, managers are also responsible for contributing to EPA's strategic direction.

Executive Management Team
The Executive Management Team (EMT) is comprised of the CEO and directors. EMT meets weekly. Each meeting is themed around one of four key business areas:

• Organisational development/culture
• Management initiatives and projects
• Risk and finance
• Strategy and management.

Leadership Team Meeting (LTM)
The Leadership Team Meeting (LTM) is comprised of directors and managers. This team meets monthly in a forum that gives our leaders collegial support and the opportunity for collaboration and peer review so that managers can further develop their leadership skills. EPA recognises that strong and clear leadership is essential to achieving our business objectives and our preferred culture. The LTM has a charter that outlines their promise as leaders at EPA:

“Our promise is to inspire, empower and set clear direction. We commit to continuous learning, supporting each other and connecting to the organisation.”

At EPA we recognise that leadership is a two-way relationship, and it is part of all of our responsibilities as employees to support our leadership Team. Click here for a link to EPA's organisational chart.
EPA's business model

EPA is at the cutting edge of environmental regulation. In 2008, recognising the changing face of social and political expectations of the Victorian community, EPA moved to a client service approach. This meant moving from a pure regulatory model into a client focused model which recognised that collaboration and partnerships with business allow us to achieve significant environmental gains for the Victorian community.

For more information about our business model and how we deliver services visit the intranet.

Corporate and business plan

EPA's corporate and business plan focuses on the organisation's annual deliverables in the context of a three year plan. These deliverables are closely aligned with and will help us to achieve, our strategic direction and objectives. The plan and deliverables make up part of the information we monitor and report our progress against. All of our people have a part to play in the achievement of our corporate and business plan.

Click here to view EPA's Corporate and Business Plan 2009-2012.

For FAQ and more information on how our strategic direction relates to our business model visit the intranet.

Business Planning

The business planning process involves our leadership team and our people scanning the internal and external business environment, and discussing any arising issues to decide which may be priority projects for the planning period. These are addressed by our ongoing tasks and existing projects, and help us to determine what else needs to be done to achieve EPA's strategic direction and the corporate and business plan.

EPA's annual business plan is developed from the outcomes of these decisions; it sets out our key deliverables for the following 12 months. The delivery of the key deliverables is monitored and reported on quarterly.

Unit and Directorate Plans

As part of the planning cycle, managers consult with their directors, staff and clients to develop an annual unit plan. Individual employees’ performance requirements (including the manager’s) are aligned with the unit plan, which in turn link to directorate plans and to the EPA's annual business plan.
Your Contract

The categories of people who work at EPA are:

• EPA employees
• Non-employees (e.g. volunteers, cadets, work experience, temporary agency staff, consultants or contractors).

If you are a non-employee it means you are working with EPA for a specific purpose, or possibly to gain experience. Although not employed by EPA, you are still expected to conduct yourself in line with the VPS Code of Conduct and EPA policies (OH&S, EEO, culture, guiding behaviours, etc).

If you are an EPA employee, your letter of offer will specify whether you have been appointed on an ongoing or fixed-term basis.

The letter of offer will include the position number to which you have been appointed. When you received your letter of offer, you should also have received a copy of your position description, which describes the accountabilities associated with your role.

As a non-executive employee of the EPA you are subject to the employment conditions set out in the Victorian Public Service Agreement 2006 (2009 extended and varied version).

As an employee of EPA you are expected to:

• be accountable for your performance in your role and participate in regular reviews of your performance, as part of EPA’s Career, Performance and Progression System (CPPS)
• be familiar with and actively support EPA’s preferred culture, and act in accordance with our guiding behaviours and the Code of Conduct for Victorian Public Service Employees 2007.
• be familiar with, and adhere to EPA’s occupational health and safety, equity and diversity and other people and culture management policies and procedures
• be familiar with and adhere to EPA’s environmental management system, known as Green Stars.

This Employee Handbook provides further information about these expectations. If you require further information, please speak to your manager or People & Culture Consultant.

Evidence of Identity

Under the whole of Government ICT Standard (Department of Treasury and Finance, 2009) all new workers within EPA (employees and non-employees) who need access to government systems and applications (e.g. computer networks, intranet, EPA systems) must provide People & Culture with proof of their identity before they are permitted to gain access to EPA systems. The proof of identity can be:

• Birth certificates, or
• Record of immigration status (foreign passport and current visa, travel document and current Australian visa, certificate of evidence of residence status, citizenship certificate).

AND

• Australian driver’s licence (current and original), or
• Australian passport (current), or
• Firearms licence (current and original), or
• Foreign passport, or
• Current Commonwealth or state public service ID card with photograph and signature.

If you don't have access to the forms of identification listed above, or if the identification you have does not provide evidence of your current residential address, please seek further information on alternative proof of identification from the People & Culture unit.
Your Probationary Period

If you are an employee and new to the Victorian Public Sector (including former VPS employees), your appointment is generally subject to a probationary period of three months. Please check your letter of offer to determine if you are subject to a probationary period of employment.

During this probationary period your manager and/or team leader will meet with you regularly to discuss your performance and ensure you are clear about your role, responsibilities and accountabilities.

Once you have completed your initial three months and your manager considers your performance to be satisfactory, your appointment will be confirmed. If your manager considers your performance to be unsatisfactory your probationary period can be extended for up to another three months and appropriate opportunities provided for your development, or your employment with EPA may be terminated. Your probationary period can also be extended for non-attendance during the first three months.

Please be aware that during your probationary period your employment can be terminated at any time if your work or conduct is unsatisfactory with two weeks’ notice or pay in-lieu of notice.

Prior Service

For long service leave purposes, EPA recognises any service with a:
- State, Commonwealth or Territory of Australia Government Department or Public Service authority
- public entity under the Public Administration Act 2004
- local governing body that is established by or under a law of Victoria.

EPA may also recognise any service with a public sector authority or local governing body of the Commonwealth, a State other than Victoria or a Territory of Australia.

You may be eligible for recognition of prior service if the gap between your commencement with EPA and your time at the previous recognised organisation was less than 12 months.

If you believe you may be eligible for recognition of prior service you must advise your People & Culture consultant within the first six months of your employment. Appropriate evidence of your former employment will be required.

EPASS

EPASS is EPA employees’ self service for looking up your details and entitlements. It allows you to:
- view and update personal details
- view leave balances and apply for leave online
- view salary information
- print payslips
- update your bank account details
- read the EPASS news on changes/what’s happening
- change your password.

Employees will receive an email with their EPASS log on details on their commencement with EPA.

If you have any questions in relation to EPASS, please contact the People & Culture unit.
Your Working Hours

Your normal working hours will generally be worked between the hours of 7.00am and 7.00pm over an average of 10 days per fortnight. If you are a full-time employee, you are required to work 76 hours each fortnight within this span of hours (e.g. 7.6 hours a day on average). If you work part-time, your working hours will be specified in your letter of offer, or documented on your personal file.

Generally, within EPA we begin work between 8 and 9.30am, have a 30-60 minute (unpaid) lunch break and finish work between 4.30 and 6pm. We offer you flexibility in working your normal hours that you can access through consultation with and agreement of your manager.

Flexitime

Flexibility in how you work your hours is part of the VPS Agreement. EPA is obliged as an employer under the VPS Agreement and the Equal Opportunity Act 1995, to provide you with flexibility, where your work requirements and those of your unit are still able to be met.

Flexitime is just one of our systems for providing and managing flexibility. Access to flexitime is not automatic, due to our need to ensure appropriate resourcing within each of our units - you need to consult with your manager about the flexibility that can be offered within your unit.

If your manager approves your use of flexitime, you are required to keep accurate and up-to-date attendance records which show how many hours you are working each day, and your debit or credit hours. Your manager has overall responsibility for monitoring attendance records and you need to provide her/him with your attendance record regularly - weekly, fortnightly or monthly as your manager requests. He or she will check and sign off your attendance records at the end of each flexitime period.

When you intend to take accrued flexitime credit hours off, you need to provide as much notice as possible, have your manager’s approval, and you need to consider your work priorities, client requirements and the needs of other employees within the work area.

Details of the time you take off must be recorded on your attendance record. No hours will be credited for flexitime credit hours taken, and these hours will be deducted from your accrued flexitime.

Accrual of flexitime should only occur because of genuine work requirements, and you must let your manager know if you need to work outside of normal working hours, both for your safety and well-being and so that your manager can ensure appropriate workload and resource management within your unit.

Every four week period, accrued flexitime credit hours should not exceed 15.2 hours (two days), unless approved by your manager. Any unauthorised excess credit may be forfeited, and you and your manager should review the reasons for this occurring to assist you in better managing your time and workload.

You may enter into a special agreement with your manager to increase the maximum credit hours carried forward up to a maximum of 38 hours (5 days) to meet specific work requirements over and above the usual working arrangements (e.g. if you have a project or task that needs to be completed within a defined timeframe or seasonal fluctuations and demands in workloads). The reasons for the increase in hours must be discussed between you and your manager prior to any additional flexitime being accrued. Accrued flexitime credit hours must be taken within a reasonable timeframe.

Where you need time off that you have not yet earned (flexitime debit hours), you need to negotiate this with your manager, and plan how you will make up the time over the rest of the flex period. Generally, your flexitime debit hours may not exceed 7.6 (one full day) at any time.

Please note your time worked, including your flexitime credit and debit hours do not appear on your EPASS account yet, however we are working on making this available to you as soon as possible.
Working from home

EPA also offers working from home arrangements to offer you flexibility in how you meet your work and life requirements.

Working from home arrangements can either be short term and on an ad-hoc basis (informal) as agreed between you and your manager, or long term (formal) up to 12 months, reviewed.

If you need to make long term working from home arrangements, and your manager agrees that your work requirements can be met in this way, you are required to enter into a documented agreement.

As part of this agreement, you need to demonstrate that you meet a range of criteria, including OH&S requirements, for the home office. Where these criteria are not met, long term working from home arrangements will not be approved.

Meal breaks

We are all required to take a meal break of at least 30 minutes as follows (as far as practical):

- A meal break should be taken between 12 noon and 2.00pm, unless otherwise arranged with your manager or team leader
- Meal breaks of more than one hour must be authorised in advance by your team leader or manager
- Time taken for meal breaks must be recorded on your attendance records, and is not included as hours worked
- The maximum period of continuous work permitted without a (minimum) 30 minute meal break is five hours.

Security pass

Your manager will organise a security pass for you on your first day. This pass will give you access to EPA buildings. If you are a short-term non-employee, you may receive a ‘visitor’s pass’, otherwise your pass will include your name and picture. Your security pass should be kept safe at all times.

These security measures have been put in place to protect all of the people working with EPA. To ensure the integrity of this system it is imperative that you do not lend your card or give access to buildings to people you do not know or cannot verify as working with EPA.

Cards that are lost or stolen should be reported immediately to the Facilities Coordinator in Assurance and Project Management unit.

Allowances & overtime

**Allowances and Reimbursement of Expenses**

Under the VPS Agreement and Appendix 6 of the Agreement, there are several allowances and reimbursement of expenses payments that are available to our employees for undertaking specific duties as part of their job, at the request or by agreement of their manager. Each of these have specific criteria that you will need to familiarise yourself with before you apply for payment. These include:

- First aid allowance
- Higher duties allowance
- General stand-by allowance (Appendix 6)
- Emergency Response Duty Officer stand-by and duty allowance (Appendix 6)
• Ballast Water Duty Officer and After Hours Response Officer stand-by and duty allowance (Appendix 6)
• Rural Emergency Response Officer allowance (Appendix 6)
• Diving allowance (Appendix 6)
• Temporary location expenses (Appendix 6)
• Overseas travel (Appendix 6)
• Private mobile and home phone use
• Private motor vehicle use.

Overtime
Overtime is work that you are specifically required by your manager to perform outside of normal working hours (7.00am to 7.00pm) and involves a higher rate of pay or the accrual of time-in-lieu, as you prefer. The pay rate for overtime, and accrual rate of hours for time-in-lieu of overtime is set out in the VPS Agreement 2006 (2009 extended and varied version).

Overtime will be paid (or time in-lieu accrued):
• if you are on a roster (as set out in Appendix 6 and the VPS Agreement), or
• due to a business need, and only as required by your manager.

It is important to note that time-in-lieu is a specific alternative to payment for working overtime, and must not be confused with flexitime.

If you work overtime, it is your responsibility to complete the appropriate overtime claim form, have it signed by your manager and return it to the Payroll Officer in the People & Culture unit.

Relevant links
After Hours Response Officer Claim Form
Ballast Water Duty Officer Claim Form

Emergency Response Officer Claim Form
General Standby Claim Form
Second Shift Claim Form

Change of Details
It is important that you inform People & Culture as soon as possible of any changes to your personal information. This may include changes to your:
• home address or telephone number
• emergency contact details
• legal or preferred name (please note your legal name must be used for taxation purposes)
• driver’s licence - endorsements, conditions, cancellation etc
• visa and/or citizenship status
• bank or other nominated account(s).

You can change your home address and telephone number via EPASS. If any other details change, please contact your People & Culture consultant.

Use of EPA Vehicles
EPA vehicles are available for your use if you need to travel as part of your job. Vehicles should not be used for other than EPA business, unless approved by your manager. Only employees with a current and valid licence are permitted to drive an EPA vehicle.

Misuse of an EPA vehicle may result in disciplinary action which may include termination of employment depending on the specific circumstances.
Under no circumstances is a vehicle to be driven if it is not roadworthy. Minor faults that render a vehicle unroadworthy must be reported immediately to the Fleet Manager in the Finance unit.

**Authorisation to drive an EPA Vehicle**

Prior to using an EPA vehicle, you must read the [EPA Vehicle Use Policy and Procedure](#) found on the intranet and complete the [Authority to Drive EPA Vehicles form](#). Once this form is completed please return it to the Fleet Manager and present your valid driver’s licence for verification. Details of your licence will be retained by People & Culture on your personal records.

You are required to immediately advise Fleet, People & Culture and your manager if there is any change to your licence requirements, including changes to any restrictions, changes to endorsements and cancellation or suspension of your licence.

**Booking an EPA Vehicle**

An EPA vehicle can be booked using the car pool booking system. At Head Office, this is a folder located on Level 1, near the Fleet Manager. If you are based in a region, please ask your manager how to book an EPA vehicle.

Unless you are on a roster, if you require or retain the use of a vehicle overnight you must complete a [Request for Overnight Use of EPA Vehicles Form](#) and get it signed by your manager.

If you book an EPA vehicle which is a Toyota Prius you will require training prior to driving it. Please contact the Fleet Manager in Finance to discuss this.

**Driving an EPA Vehicle**

Prior to driving an EPA vehicle please:

- pick up a Vehicle Log Sheet to complete before and after each trip you make
- read the EPA Vehicle Handbook (in the glove box of all vehicles)
- check the odometer of the vehicle prior to using it to ensure that the reading matches the details of the last entry on the vehicle log book.

**Purchasing Fuel**

If you need to purchase fuel for the car, you can use the Shell or Mobil purchasing card which is in the glove box of all vehicles. If you cannot find a Shell of Mobil petrol station, you can also purchase from Caltex or United Petroleum, and get reimbursed by filling out a petty cash form and taking it to Finance, with your receipt.

**Returning an EPA Vehicle**

When returning the vehicle, please ensure:

- you remove any rubbish from the vehicle
- you complete the vehicle log book and return it to where you got it from
- the petrol/fuel tank is at least a third full.
VPS career structure & salary schedule

VPS positions are remunerated in accordance with the VPS career structure (or the VPS aligned science career structure) as set out in Schedule E of the VPS Agreement. These career structures are made up of classifications, Grades and Value Ranges.

There are descriptors for each classification and grade within the VPS (and science) structures, which reflect the work value of positions in generic terms, and are applicable to a wide range of roles. They provide a base from which jobs are classified and take into account a range of factors including:

- technical expertise
- complexity of tasks
- decision-making requirements
- level of autonomy.

The VPS career structure provides employees with:

- a clear career path
- clear examples of the type of work undertaken at each level
- a clear idea of the value or level of the work undertaken
- the ability to be recognised and rewarded for exceeding performance expectations
- opportunities to progress after meeting clearly identified performance targets established at the commencement of each performance review cycle
- a clear idea of the learning and skills acquisition needed in order to progress or be promoted.

Within each classification there are grades, and within most grades, value ranges. Within each value range, up to and including VPS4, there is a set of progression steps (salary points).

Within Value Ranges VPS5.1 – VPS7.3 there are standard progression amounts. Employees are appointed to one of these grades and value ranges based on work requirements in accordance with the VPS classification descriptors as set out in Schedule E of the VPS Agreement.

Progression steps or amounts within value ranges are not points of defined work value. Progression between progression steps and amounts occurs only when an employee is assessed in his or her annual performance review Career, Progression and Performance System (CPPS) as “meeting the progression criteria”.

You have an opportunity to increase your salary each year, if you meet your CPPS goals and are eligible for progression. Eligibility for progression is set out in the VPS Agreement.

Progression to either the next value range or grade does not occur automatically once your salary reaches the top of the existing value range or grade, but is dependent on an increase in the work value required of your job. A review of your job classification can only occur if you, or your manager, believe that the work you are required to do is of higher value than the value range or grade at which your job is classified. Where this is the case, you or your manager can make formal application for a work value review.

You can also progress through value ranges or grades through promotion i.e. applying for and being appointed to positions at a higher level through merit-based selection processes.
Payment of Salary

The official day is on which salaries are paid is Thursday. Employees who bank with some banks may receive the pay in their account on the Wednesday.

Payslips are currently emailed to all employees on the Tuesday of a pay week. You may also access your payslip on EPASS.

If you are going on extended leave you may request the Payroll Officer to send your payslips to a private email account.

If pay in advance is requested an “extra” pay is created and two payslips will be generated. The first payslip will have details of the normal fortnightly pay for the pay period. The second payslip provides details of the “extra” pay.

Amounts appearing on both payslips will be transmitted to the nominated bank account(s) on pay day.

To assist you to understand the details on your payslip please click here.

If you believe your pay is incorrect or you do not receive a payslip contact Payroll Officer on 9695 2501 or by email at: pay.officer@epa.vic.gov.au

Superannuation - Employer Contributions

EPA is required to pay contributions into a superannuation fund for all employees. For VPS employees, the level of contribution is specified in legislation and is a fixed percentage of your ordinary earnings and is currently 9%.

When you received your letter of offer, you will also have received a ‘Choosing a super fund’ form asking you to nominate a superannuation fund. If no preference for a fund is expressed within 14 days, your contribution will default to VicSuper.

Previous VPS superannuation schemes have included the Revised Scheme and New Scheme. Employees who have been in the VPS for a long time may be a member of one of these schemes, and receive a different rate of superannuation.

Superannuation - Employee Contributions

In addition to EPA (employer) contributions, you may elect to personally contribute to your superannuation fund. For employees who are on the Revised and New Scheme, there is a limit to the amount you can contribute. To find out what this limit is please contact your superannuation fund directly.

If you wish to make a personal contribution to your superannuation fund, please complete the Superannuation Deduction Authority form and return it to the Payroll Officer in the People & Culture unit.

It is important that you seek independent financial advice regarding salary packaging of superannuation contributions. There may be taxation and other impacts, which could mean that taking this action is not financially beneficial for you.

Salary Packaging

The VPS Agreement sets out various salary packaging options. To find out what salary packaging options are available within EPA please contact your People & Culture consultant.

Please be aware that if you choose to salary package, you may be liable for a fringe benefit tax. It is important to seek independent financial advice to ensure that salary packaging options you are interested in are financially beneficial for you.
Novated Leasing

VPS employees may enter into approved novated lease arrangements for certain Australian manufactured vehicles.

A novated lease is an agreement which enables you to lease a vehicle through a finance company with your employer facilitating the arrangement by making fortnightly lease payments through the payroll on your behalf through salary sacrifice.

Some of the benefits for employees of novated leasing include:

- Significant income tax savings
- Savings on GST that would normally be incurred on vehicle expenses
- Savings on GST on the purchase price of the vehicle

The three variables that affect the savings that can be gained from a novated lease are:

- Your income (those on higher incomes can save more tax)
- The cost of the car - a more expensive car will mean more savings
- How many kilometres per year you drive - more kilometres per year means greater savings.

sgFleet is currently the only novated lease service provider for the VPS. The sgFleet website contains a calculator which will enable you to model the costs and savings associated with a novated lease, specifically designed for your needs.

The contact details are as follows -
sgFleet Management
Employee contact no.: 1800 818 487
www.sgfleet.com.au

Further details of the scheme are available on the VicFleet website
www.vicfleet.vic.gov.au

Commuter Club - Metcard/Myki

EPA Commuter Club is a scheme in which EPA purchases yearly Metcards for employees at a discount and employees repay the amount in a 12-month period through direct deductions from their salary.

Payments will be recovered from your pay over a 12-month period. If you are currently employed for a shorter term you may wish to negotiate larger repayments over the period of your contract or, if you leave at the end of your current period of employment (or during the 12-month period for which you have purchased your Metcard), you can elect to:

- keep your Metcard and reimburse EPA for the remainder of its cost
- return your Metcard to EPA, and EPA will receive reimbursement for the remainder of its cost.

Employees are required to complete an Application for EPA Commuter Club form and forward it to the Payroll Officer by the first working day of the month.

Tickets ordered at the start of the month will be available for employees to collect around the 26th day of the month in which the order was placed.
Public Holidays

In accordance with the VPS Agreement 2006 (2009 extended and varied version), EPA employees are entitled to the following public holidays:

• New Year’s Day
• Australia Day
• Labour Day
• Good Friday
• Easter Saturday
• Easter Monday
• Anzac Day
• Queen’s Birthday
• Melbourne Cup Day
• Christmas Day
• Boxing Day

Details of the dates of these public holidays in 2010 and 2011 can be found by clicking here.

Leave

The VPS offers an extensive range of leave provisions. The most commonly accessed types of leave include:

• Annual
• Purchased
• Sick/Carer’s
• Parental (including paid maternity and adoption leave)
• Long Service
• Companionship
• Study.

For comprehensive information about all of the types of leave available, your leave entitlements and the criteria for accessing each type of leave, please read Part 6 of the VPS Agreement or contact your People & Culture consultant.

Part-time employees are entitled to be paid leave (on a pro-rata basis) for their normal working hours (i.e. the days and hours which they normally work) if they are scheduled to work on a day on which the leave occurs. They shall only be paid for any absence during their scheduled hours and up to their total scheduled hours on any such day.
Annual Leave

If you are a full-time, ongoing employee, you will receive 152 hours of paid leave annually (this amount is pro-rata for part-time and fixed-term employees).

You can view your current annual leave balance on EPASS. You can also submit annual leave applications through EPASS. Your application is automatically sent to your manager (or team leader, where applicable) for approval. You will receive notification when your leave is approved, or if your manager or team leader requires any further information.

In 2010, your annual leave entitlement was credited in full on 1 January. If you commence employment part way through the year, a pro-rata leave entitlement will be allocated.

From 2011, EPA will move to leave accrual, which means you will accrue leave on a daily basis, in accordance with the VPS Agreement 2006 (2009 extended and varied version).

Annual leave entitlements must be taken by the end of the calendar year following the year in which they are accrued. Unless otherwise agreed, you may be directed to take excess leave.

Annual leave can be taken in any amount, and can be taken at half pay, subject to your manager’s approval.

Purchased Leave

Purchased leave is another flexible working option available to our employees, subject to your being able to meet your work requirements and to the work requirements of your unit being met.

All employees have the opportunity to apply for purchased leave. You can apply to purchase any amount of additional leave, keeping in mind that it is in addition to your normal annual leave entitlement, and must be used within the year that it is purchased (along with your normal annual leave entitlement).

Accrual of annual leave, sick leave and long service leave is not affected by purchased leave. Your manager will endeavour to accommodate your purchased leave arrangement subject to the timing of the leave, operational requirements of the unit and impacts on the workloads of other employees.

Purchased leave is unpaid leave - the cost of the purchased leave will be deducted from your salary over a twelve month period. Information about your purchased leave balance and use can be accessed via EPASS.

If a full-time ongoing employee purchased three weeks of leave (this is a 49/52 purchased leave arrangement) this means they have four weeks annual leave plus three weeks of purchased leave, giving them a combined total of seven weeks leave to be taken over the year.

Employees are encouraged to contact their superannuation fund to clarify the superannuation arrangements for purchased leave.

You can apply for purchased leave at any time. Purchased leave applications must be approved by both your manager and your director. To apply for purchased leave, please discuss your request with your manager, fill in the Purchased leave application form, have it approved and return it to the Payroll Officer in People & Culture.

If you are on a fixed-term contract that is less than twelve months, or you are a casual employee, you are not eligible to apply for purchased leave.

If you use your purchased leave, then resign from EPA you will be required to pay back to EPA any outstanding cost of the leave you have used.

The VPS Agreement has a provision for the cancellation of purchased leave. If you wish to cancel your purchased leave arrangement please discuss this with your People & Culture consultant.
**Sick/Carer’s Leave**

Full-time employees are entitled to 114 hours sick leave each year (this amount is pro-rata for part-time or fixed-term employees). This entitlement is allocated to you when you commence employment. Subsequent allocations are granted annually on the anniversary of your employment.

If you are sick for a continuous period of more than 22.8 hours, you must provide a medical certificate from a registered practitioner. However, your manager may request that you provide a medical certificate or a statutory declaration at any time.

If you have to care for a member of your immediate family (spouse, de facto spouse, child, adult child, parent, grandparents, grandchild or sibling) or member of your household, you are able to use your sick leave accrual to provide care and support to this person. Your manager may require you to provide a medical certificate or statutory declaration stating the condition of the person concerned and that this condition requires you to care for and support this person.

You can apply for sick (and carer’s) leave through EPASS. If you have a certificate for your absence, please indicate this on EPASS, have your team leader (or manager) sight and sign the certificate and forward it to your People & Culture Consultant.

**Long Service Leave**

Employees are entitled to 65.22 days (495.6967 hours or three months) of long service leave for every ten years of completed full-time service (pro rata for part-time employees). You are able to access your accrued long service leave entitlement after seven years of eligible service.

Your prior service may be recognised by EPA. If you believe you are eligible for recognition of prior service please contact your People & Culture Consultant.

**Compassionate Leave**

Information about Compassionate Leave will be provided soon. In the meantime, please contact your People & Culture Consultant with any enquiries.

**Maternity Leave**

If you have been employed in the VPS for at least twelve months, you are entitled to 14 weeks paid maternity leave and up to 38 weeks of unpaid leave.

For further information about maternity and pre-natal leave, including your responsibilities in notifying EPA and developing a Maternity leave plan, please speak with your manager or contact your People & Culture Consultant.

**Paternity/Partner Leave**

If you have been employed in the VPS for at least twelve months, you are entitled to 1 week paid paternity/partner leave and up to 51 weeks of unpaid leave if you are the child’s primary carer.

You need to give ten weeks notice of your intention to take paternity/partner leave, include start and finishing dates using the Leave form. You need to also include a certificate from a registered medical practitioner which names your partner, states that she is pregnant and expected date of birth, or the date on which the birth occurred.

For further information about paternity/partner leave, including your responsibilities in notifying EPA, contact your People & Culture Consultant.
Adoption Leave

If you have been employed in the VPS for at least twelve months, you are entitled to adoption leave. If you are the primary caregiver you are eligible for 14 weeks paid adoption leave and up to 38 weeks of leave without pay. If you are the secondary caregiver you are entitled to 1 week paid adoption leave and 51 weeks of leave without pay.

If you intend to take adoption leave, you need to inform your manager and People & Culture consultant and formally apply for the leave as soon as it is practical.

Under the Fair Work Act 2009 adoption leave is available when adopting children up to the age of 16 years (rather than five years as specified in the Agreement).

Study Leave

If you are undertaking tertiary studies related to your job you may be eligible for study leave. Study leave can be negotiated between yourself and your manager, and is to attend an approved accredited course provided by an educational institution or registered training organisation. Under the VPS Agreement, employees can receive a maximum of five days paid leave per annum for completing major projects or as pre-examination leave and leave to attend examinations which are required as part of an approved course, and up to seven hours a week for classroom activity including reasonable travel time.

Study leave will not appear in EPASS. Please contact the People & Culture unit for information and advice on applying for study leave.

Unpaid Leave

Any employee may be granted unpaid leave for any purpose.

Managers can approve applications for unpaid leave of up to two weeks, and for periods longer than two weeks and up to three months, must consult with the relevant director before approving or rejecting the application.

Applications for unpaid leave in excess of 3 months can only be approved or rejected by directors (in consultation with the CEO).

Unpaid leave does not appear in EPASS and must be applied for using the Special Leave Application form.

Other Leave

Under the VPS Agreement, the other forms of leave available are:

- Infectious diseases/dangerous medical conditions
- Military service sick leave
- Extended leave
- Cultural and ceremonial leave
- Participation in sporting events
- Leave to engage in voluntary community activities
- Defence reserve leave
- Jury service
- Leave for blood donations
- Leave to engage in emergency relief activities
- Leave to attend alcohol & drug or problem gambling rehabilitation programs.

Applications for any of these types of leave must be made using the using the Special Leave Application form.

Please contact the People & Culture unit for information and advice on these forms of leave, if required.
EPA's Health & Safety objective is “Zero Harm”. EPA aims to eliminate all work-related injuries and illnesses, unsafe work practices, and to promote the health, safety and wellbeing of all employees, contractors, volunteers, and visitors in the workplace.

EPA is committed to a positive safety culture, which in turn will support the achievement of EPA's strategic business direction, by:

- increasing employee satisfaction
- increasing our productivity
- increasing workforce capability
- reducing injuries and the associated costs.

EPA has a wide range of working environments, from office based to remote field based. We aim to identify and assess the risks to health and safety in these environments and implement practical control measures to eliminate or reduce the risk of injury.

An important focus of our health and safety program is to increase awareness of health and safety matters, encourage the reporting of all injuries and near misses, and promote effective consultation amongst all our people. Our elected Health & Safety Representatives (HSRs) play an important role in these processes, as do all managers.

OH&S resources can be accessed on the intranet home page - simply select the link OH&S from the Policies, Procedures and Forms menu.

Occupational Health & Safety is the responsibility of all employees. As a new employee you are required to attend Induction and receive workplace training in OH&S. Please also take the time to familiarise yourself with EPA's:

- **OH&S Policies & Procedures** It is the responsibility of all our people to be familiar with these.
- **Risk Assessments** - These folders and documents are a ‘work-in progress’ repository for risks that have already been identified. All employees must comply with the control measures outlined in these documents

- **OH&S Strategic Plan**
- **System for reporting incidents.**

Also take the time to introduce yourself to your local Health & Safety Representative.

### Reporting Incidents

If you are involved in any of the following, you are required by legislation to report it:

- A 'near miss' – where something had the potential for injury, but didn't result in injury
- Sprains or strains suffered as a result of a work task or practice
- Any work-related incident that impacts how you physically or psychologically undertake your work tasks
- Slips, trips and falls – yes even if they are embarrassing
- Any incident resulting in medical costs or time off work.

EPA's electronic incident reporting system is Integrum. For instruction on how to report an incident click [here](#).

### Health & Safety Representatives

Health & Safety Representatives (HSR) are elected as your “voice” in health and safety matters and are the liaison point between management and employees.

As a new employee you are encouraged to familiarise yourself with your local Health & Safety Representative and have a discussion with him/her and/or your manager about the types of hazards you may encounter in your work and what measures are in place to control these to avoid injury.
First Aid Officers

In the event of an incident or injury where administration of first aid is required, EPA has trained First Aid Officers who are able to provide assistance prior to the arrival of emergency services personnel, if required. Your supervisor will advise you of the First Aid Officer responsible for your work area.

Fire Wardens

Fire wardens are nominated for each EPA premises. Please ensure you know the fire wardens in your work area. In the event of an emergency you are required to follow all instructions provided by your fire warden. Ask your manager or HSR to show and discuss with you the evacuation procedures for your work area.

Personal Protective Equipment

Personal protective equipment (PPE) is provided as appropriate to the work being undertaken to reduce the risk of potential injuries. Employees issued with PPE must wear and/or apply it correctly and in its entirety at all times where required, and maintain and store PPE properly to ensure its continuing effectiveness. PPE includes gloves, steel cap boots, high visibility jackets and vests, hearing protection, safety goggles, sunglasses, wide brimmed hats, sunscreen and protective clothing.

Failure to wear protective clothing and safety gear when required may result in disciplinary action being taken, including termination of employment depending on the specific circumstances. For more information on PPE, please speak to your immediate supervisor.

Employee Assistance Program

The Employee Assistance Program (EAP) is a free counselling and support service available to all of our employees and their immediate family members. The EAP is part of EPA’s commitment to supporting our people at work and promoting their health and wellbeing.

Professional counsellors are available to help you with issues including:

- anxiety, depression, self-doubt, panic attacks
- work-related stress and anxiety
- trauma attendance, group debriefing and individual counselling
- stress management
- interpersonal conflict
- alcohol/drug/gambling dependency
- other work-related and/or personal matters.

EPA’s EAP provider is Converge and can be contacted on 1800 337 068 (toll free).

Further information on the EAP is available by contacting People & Culture or you can visit the Converge website.
Career, Progression & Performance Scheme

Introduction

EPA’s Career, Progression and Performance Scheme (CPPS) has been designed to encourage high performance and to promote ongoing consultation and dialogue throughout the annual cycle between you and your manager and/or team leader. This consultation and dialogue is about agreed performance and learning and behaviour goals which are directly linked to your role and EPA’s strategic objectives and values.

The CPPS enables EPA to:
• meet our strategic objectives by planning and managing our work
• build internal capacity through the development of our people
• encourage our people to use their experience to continually improve their own and the organisation’s performance
• foster a culture that is aligned to EPA’s values, preferred culture and guiding behaviours
• enhance our reputation through promoting the professionalism of our people
• meet the requirements of the VPS Agreement.

The CPPS makes it clear that both you and your manager have a joint responsibility in managing:
• your performance and achievement
• your professionalism in the work environment
• your learning and development, to ensure you have the ability to perform your current role and the capability to progress.

The aim of the CPPS is to support and encourage you in achieving your work and career objectives while improving our performance as an organisation. The key features of the CPPS are:
• Individual plans are linked to business plans
• Progression criteria are set at the beginning of the cycle
• Feedback is ongoing and is provided throughout the cycle
• Learning and development is a critical part of every employee’s plan
• Formal review of performance occurs at regular planned, intervals at least every six months
• Plans may be varied by agreement, if necessary
• Formal assessment occurs at the end of the cycle
• Progression (if eligible) will occur at the end of the cycle
• The CPPS cycle is an annual cycle which runs from July to June.

For more information visit the CPPS site on the intranet.

Learning & Development

EPA is committed to your ongoing learning and development, to:
• ensure we have the capabilities to achieve our strategic directions and priorities
• improve your performance and our service delivery
• meet the changing expectations of government, clients and the community
• effectively respond to new and emerging environmental challenges
• provide you with career opportunities.
Our Learning & Development strategy enables, supports and facilitates the implementation of EPA’s strategic directions and priorities. EPA’s learning and development programs support our business model and ensure we have the right skills, competencies and capabilities to effectively and successfully achieve our business aims.

Training Courses
There are two types of training courses you can attend:

- Internal
- External

Internal
Internal courses are run in-house and are centrally coordinated by the People & Culture unit. Please check the intranet for the details of the EPA Learning & Development program.

If you wish to attend a course, please discuss it with your manager or team leader, before nominating yourself via the training database. All training nominations must be approved by your manager.

External
If you require training in an area not offered internally, there is the option of attending an external course. This should be discussed with your manager. If you need help finding an appropriate provider or external course please contact the People & Culture unit.

You can nominate yourself for an external course via the training database. All training nominations must be approved by your manager.

Training database
You can apply for approval to attend both internal and external courses through the training database, which is accessed through the Lotus Notes Workspace. You are encouraged to discuss your attendance at the training with your manager before you submit the request.

Once you have submitted the electronic training request, it will be sent to your manager for consideration and approval. You will be notified via email whether your manager has approved or rejected your training request.

Cancellation Policy (Internal courses)
For an internal course, if you need to cancel outside of four weeks from a course you are booked to attend, please contact the People & Culture unit to remove your nomination from the database.

If it is within four weeks of the course, it is your responsibility to find someone to attend the course in your place. Your manager’s approval will be required for that person to attend the training (and their manager’s if they are in a different unit). It is your responsibility to notify the People & Culture unit of these transfers.

Cancellation Policy (External courses)
If you cannot attend an external course you have registered for, it is your responsibility to cancel your registration. If you are unable to cancel your registration, it is your responsibility to find another employee to take your place. Your manager’s approval will be required for that person (and their manager’s if they are in a different unit). It is your responsibility to notify the People & Culture unit of these transfers.
EPA has a commitment to developing talent that will enhance its effectiveness and reputation. There are many opportunities and ways which you can grow your career at EPA.

Positions Vacant

All positions of more than six months duration are advertised on the Intranet and the Careers@Vic.Gov site. Both EPA and non-employees are eligible to apply for these roles. Selection to these positions is based on the VPS employment principles and EPA’s Recruitment and Selection Procedure.

Assignments and Secondments

Assignments and secondments are short-term movements to other positions (typically up to six months) that involve you spending time away from your usual role. Movements within EPA are referred to as assignments, and movements to other VPS departments and agencies or elsewhere externally, are referred to as secondments. Assignments and secondments are unique learning and development opportunities.

In EPA, short-term positions of less than two months are not always advertised. Those that are advertised can be found on the Intranet and are often described as ‘expressions of interest’.

Assignments within EPA must be approved and agreed by both of the relevant managers and directors. Secondments outside of EPA must be approved and agreed by our CEO, and a representative of the other organisation.

Only EPA employees are eligible to apply for internally advertised transfers within EPA. Selection to these positions is based on the VPS employment principles.

Higher Duties

Higher Duties opportunities may occur when an employee is temporarily assigned to a role at a higher level. Higher Duties applies to a minimum period of more than five consecutive working days only. This may occur because the usual occupant of the position is temporarily absent and the role needs to be filled. Higher Duties may not necessarily involve a formal selection process but must still be aligned with VPS employment principles.
Equity, Diversity & Human Rights in the Workplace

There is a range of legislation that imposes certain rights and responsibilities on all employers and employees. At EPA, we understand and actively support our lawful responsibilities, in particular under the Public Administration Act 2004, the Equal Opportunity Act 1995, the Fair Work Act 2009 (Commonwealth) and the Charter of Human Rights and Responsibilities Act 2006.

We are committed to ensuring that in all of our dealings with our employees, clients, stakeholders and the community, we meet our legal responsibilities and support the underlying statutory principles by:

• fostering and valuing diversity
• ensuring equitable and fair treatment for all
• respecting and upholding human rights.

People who work with EPA

All employees and others working within or for EPA are required to:

• treat our colleagues, clients and stakeholders fairly, equitably, reasonably, with respect and in line with EPA’s guiding behaviours so that others’ rights are not infringed upon
• gain a basic understanding of the principles of diversity, equity and human rights at work
• understand and respect their own diversity and that of their manager, colleagues and clients
• actively contribute to our approach to diversity, equity and human rights at work.

Directors, managers and team leaders

Directors, and managers and team leaders within EPA have responsibility and authority to:

• act as role models of appropriate behaviour demonstrating inclusive, consistent and fair management practices at all times
• model and promulgate EPA’s guiding behaviours at all times in the course of their work
• assist in achieving EPA’s business outcomes and continuous improvement by recognising and capitalising on diversity within the workplace
• possess an understanding of and display an active commitment to the principles of managing diversity, equity and human rights at work
• incorporate the principles of diversity, equity and human rights in all decision making, planning and performance related processes
• ensure that employees and non-employees under their management gain an understanding of the basic principles of diversity, equity and human rights, and that those principles are observed in work related situations
• encourage their employees and non-employees to actively contribute to our approach to diversity, equity and human rights at work
• ensure that they and employees under their management comply with relevant equal opportunity laws and the public sector employment principles and uphold human rights in their work related activities
• ensure the work environment under their management is free from unlawful activity - discrimination, harassment, bullying, and victimisation.

NB. Human rights are defined in the Charter of Human Rights and Responsibilities Act 2006.
Contact Officers

EPA is committed to providing all employees with a working environment that is free from discrimination, harassment, sexual harassment, workplace bullying or violence and victimisation. Such behaviour is unlawful and contrary to EPA's culture and values.

Contact Officers have been trained by the Victorian Equal Opportunity and Human Rights Commission (VEOHRC) and are well equipped to handle enquiries regarding workplace discrimination, harassment, sexual harassment, victimisation and bullying. You are encouraged to raise and discuss issues of concern with any of EPA's trained Contact Officers who are available to:

- Listen to your concerns and provide confidential information about EPA's policies and procedures
- Explain what constitutes discrimination, harassment, bullying and victimisation
- Provide information on options for dealing with your concerns or issues
- Inform you of your rights under relevant legislation
- Discuss strategies you can use to deal with the other person
- Provide information on support services available to you e.g. EAP, union
- Refer complaints to the manager, People & Culture for investigation.

All complaints will be treated fairly, confidentially, impartially, seriously and in a timely manner.

Contact Officers do not solicit or approach employees to advocate on their behalf and they must remain objective and impartial in any matter referred to them or under investigation.

Contact Officers may accompany you in meetings with other people but they do not represent you or advocate on your behalf. Contact Officers do not provide counselling and do not investigate, mediate or resolve complaints.

Disability Action Plan

EPA launched its Disability Action Plan in May 2009. The vision of this plan is an EPA that is accessible to and inclusive of all people with a disability and their family, friends and carers.

While the plan was developed to ensure compliance with the Disability Act 2006 (Vic), it has also been developed in the spirit of human rights to ensure that our organisation is mindful of how we engage with our stakeholders, communities and individuals.

The four key objectives of the Plan are:

- Reducing barriers to persons with a disability accessing goods, services and facilities
- Reducing barriers to persons with a disability obtaining and maintaining employment
- Promoting inclusion and participation in the community of persons with a disability
- Achieving tangible changes in attitudes and practices which discriminate against persons with a disability.

You can view the Disability Action Plan in its entirety here.
Employees’ Right to Privacy

EPA handles all employee information in accordance with the standards set out by Privacy Victoria, the Information Privacy Act 2000 and the Public Records Act 1973.

Employee information held within the People & Culture unit can only be accessed by the employee, and People & Culture staff, their manager, director or the CEO. If you wish to access your personal file, please contact your People & Culture consultant.

EPA & Confidentiality

The Information Privacy Act 2000 (the IP Act) provides a legal framework for the collection, use, disclosure and holding of personal information. The IP Act covers all Victorian public sector bodies, including EPA. The Information Privacy Principles (IPPs) underpin the IP Act.

For further information about the IPPs, please visit the website of the Office of the Victorian Privacy Commissioner.

You can visit the intranet to view the following, relevant EPA policies:

- Managing Confidentiality
- Privacy
- Intellectual Property

Freedom of Information

The Freedom of Information Act 1982 (the FOI Act), gives individuals the right to request access to information held by EPA.

Applicants are required to make requests in writing, and as clearly as possible describe the documents they are seeking. Applications must be accompanied by the statutory application fee, unless fee waiver is sought and granted.

Under the FOI Act, EPA is required to respond with a decision within 45 days of receipt of both the application and the application fee. If an applicant is not satisfied with a release decision, that person has appeal rights: firstly, to internal review of the decision; secondly to the Victorian Civil and Administrative Tribunal (VCAT); and finally, to the Ombudsman.

EPA employees have a responsibility - if requested by the FOI Officer - to provide documents relevant to the request made by an applicant. These documents are then assessed under the FOI Act, and may be either released or withheld, in part or in full.

The FOI Act provides for the withholding of information on particular grounds, which include the following:

- if the information may be considered an internal advice, opinion, or recommendation, the release of which would be contrary to the public interest
- a law enforcement document or one affecting legal proceedings
- a document affecting personal privacy
- documents containing material obtained in confidence or disclosing a trade secret.

The FOI Officer is responsible for determining whether one of the above grounds applies. However, EPA employees may assist the FOI Officer in
making decisions by providing advice or background as to the nature of the documents.

Please contact the FOI Officer, Legal Services unit, or refer to the website links below, for further information:

- EPA Victoria – intranet
- EPA Victoria – internet
- Department of Justice – FOI Online
- Freedom of Information Act 1982

Whistleblowers Protection Act

The purpose of the Whistleblowers Protection Act 2001 (the Act) is to encourage and facilitate the disclosure of improper conduct by public officers. Anyone who has reasonable grounds for believing that improper conduct has occurred by an EPA officer or regarding EPA business, may make a protected disclosure.

Improper conduct means:

- corrupt conduct
- a substantial mismanagement of public resources
- conduct involving substantial risk to the environment that would, if proved, constitute a criminal offence or reasonable grounds for dismissing the officer.

The identity of the whistleblower is protected by the Act. Employees (including the CEO) must not reveal the identity of a person who has made a protected disclosure. There are significant penalties for revealing the identity of a whistleblower and for taking detrimental action against a whistleblower.

A disclosure can be made verbally or in writing and may be made anonymously. Disclosures must be made to the Protected Disclosure Officer in order to be protected under the Whistleblowers Protection Act 2001. EPA's Protected Disclosures Officer is the director corporate Resources.

All queries in relation to the operation of the Whistleblowers Protection Act 2001 should be addressed to the director, Corporate Resources. EPA's policy is available on the EPA's internet site.

Conflict of Interest

EPA's response to conflicts of interest is an important aspect of our governance processes and directly affects external perceptions of how we perform our functions.

All employees and Board members must identify any potential or perceived conflicts of interest that they have and ensure these are managed effectively. Avoiding actual, potential and perceived conflicts of interest is fundamental to ensuring the highest levels of integrity and public trust in EPA.

EPA's credibility and our ability to operate within our sphere of influence rely on our ability to act without prejudice in the best interests of the environment. We must be able to make independent, appropriate decisions without undue external influences impacting upon the decision making process. To achieve this, we must be, and be seen to be operating without real or perceived conflicts of interest in all our activities.

For more information please refer to the Managing Conflict of Interest policy on the intranet.
Confidentiality

It is critical that you do not make improper disclosure or use of any information about EPA or any part of our clients’ business, gained during your employment or association with EPA (either during your employment or after you leave).

The only exception to this is where disclosure is required by law.

Under section 60 of the Environment Protection Act 1970 (the EP Act) it is an offence to do so. If you are found to have contravened this section of the EP Act, you may be guilty of an indictable offence, the penalty for which is:

• 2400 penalty units (one penalty unit is currently $116.82*), and/or
• 2 years' imprisonment.

For further information on this matter, please refer to EPA’s Confidentiality and Managing Sensitive or Confidential Records policies. If you need advice on confidentiality, please speak to our Legal Services unit.

* as of 1 July 2009

Information Security

All of the information held on EPA’s network, systems and computers is the property of EPA and not the property of any individual. As such, it is subject to discovery, review and disclosure.

Your ability to access our network, systems and computers is contingent on your agreeing to abide by our IT policies. These include, most critically our:

• Information Security policy
• Intellectual Property policy, and related procedures
• Internet and Email Use policy

There are a range of other policies related to IT and information available on the intranet, with which you should familiarise yourself.
Resignation Requirements

Employees resigning from EPA must advise their manager in writing. Under the terms of the VPS Agreement all employees are required to give EPA four weeks’ notice.

Employees must return all property belonging to EPA and complete the Exit Checklist. You will be sent this checklist by your People & Culture consultant.

Exit Questionnaire

Employees leaving EPA will be asked to complete an Exit Questionnaire. The Exit Questionnaire provides you with an opportunity to give feedback which may assist in the future management of EPA, its conditions of employment and the provision of satisfying and meaningful work in a safe and equitable work environment.

The Exit Questionnaire may be completed in isolation or in conjunction with an Exit Interview which you can organise with your team leader, manager, director or another member of the management group.

For more information on exit procedures for employees leaving their employment with EPA please contact your People & Culture consultant.

Final Pay

Your final payment is made in line with the normal pay cycle. If you are leaving the public service this payment will include any outstanding leave and leave leading accrued and accordingly discharges all of your entitlements with EPA.

If you are transferring to another government agency please provide your People & Culture consultant with the contact details of your new employer so that your entitlements can be transferred in a timely manner.
About our Environment Management System

An Environmental Management System (EMS) is a management approach that enables an organisation to identify, monitor and control its environmental impacts. EPA’s EMS (developed in 2004) provides a structured approach to environmental management across the organisation and looks at the performance of our offices, laboratories and field activities.

EPA GreenStars supports the implementation of the EMS and other related projects. GreenStars is made up of employees who volunteer to help EPA to maintain a world-leading EMS through identifying opportunities to improve EPA’s environmental performance and trialling innovative approaches to managing impacts across our operations.

Our GreenStars team has been responsible for some great initiatives, such as EPA’s Carbon Neutral program, our internal Cap & Trade Scheme and the development of a sustainable purchasing framework and tool.

Being a GreenStars member gives our people the opportunity to participate in innovative projects and also to work alongside colleagues from other directorates and offices. To get involved in GreenStars or to find out more information, contact the EMS Co-ordinator ems.coordinator@epa.vic.gov.au

For further information on our EMS, please visit the EMS webpage on the intranet.
Social Club

The EPA Social Club is run in conjunction with external events company Pegasus Group. Social Club members pay a small fee of $1.61 per week (directly debited from salary). There is also a one-off joining fee of $16.50. The EPA Social Club runs a number of events for Social Club and non-Social Club members throughout the year including Friday night social drinks, trivia nights and an annual Christmas party. Pegasus Group provides additional benefits to members including: invitations to events, discounted movie, gallery and concert tickets, discounted short courses (e.g. knitting, rock climbing), and discounted supermarket shopping.

Join the Social Club by completing a membership form available from the intranet. The EPA Social Club is coordinated by a committee. New committee members are always welcome. Contact the Social Club Committee: epa.social.club@epa.vic.gov.au.

Private Health Insurance Scheme for VPS Employees

The State Services Authority, on behalf of the Victorian Government, manages a private health insurance scheme delivering discounted private health insurance products and services to employees in the Victorian Public Service (VPS).

The current provider is the Hospitals Contribution Fund of Australia Ltd (HCF). HCF is Australia’s largest not for profit health fund which consistently returns more in benefits than the industry average and is one of Australia’s fastest growing health funds, with over a million members.

The scheme provides a number of benefits to public sector employees, including:

- comprehensive basic health and extras cover for all life stages
- competitive market pricing (on average 10% cheaper than its nearest competitor) plus a 12% discount (the maximum available under the Private Health Insurance Act) off all of HCF’s health insurance products - both hospital and ancillary products
- 2 and 6 month waiting periods waived for all public sector employees, with minimum exclusions
- access to life, pet and travel insurance, the latter at a 10% discount
- full continuity on orthodontics when transferring from another fund
- access to My Health Guardian, a unique new health improvement program which includes:
  - a comprehensive on-line health assessment
  - a health action plan, with the steps clearly marked out for you to take
  - expert advice on diet, exercise and lifestyle from qualified health coaches.

Access to the scheme is available to all VPS employees.

You can join the scheme:

- Online at www.hcf.com.au/vps - Use HCF’s product finder to choose the cover that best suits you, and then complete the online application form. You will even have the option to make your first payment online.
- Phone the Victorian public sector toll free number 1800 172 772 which is available 7 days a week.

EPA enables automatic payroll deductions of health fund contributions, if requested by an employee. Payments may also be salary sacrificed (ie paid pre-tax) however, employees are advised to obtain independent financial advice before entering into a salary sacrifice arrangement. Other payment options include direct debit and credit card payments.

Further information regarding the scheme can also be found on the SSA website: www.ssa.vic.gov.au

Click here for FAQs about the VPS health insurance scheme.
Bicycle Users’ Group (BUG)

The Bicycle Users’ Group (BUG) was set up to represent the interests of cyclists in the EPA workplace and to promote cycling to other EPA employees.

BUG works to improve information and knowledge about cyclists and cycling at EPA, and enhance facilities for cyclists at the various EPA sites. Everyone at EPA is eligible to join; all you need to do is contact one of the committee members.

BUG information is shared via emails and the Bicycle Users’ Noticeboard on the intranet.

You can see the committee members and their meeting minutes.
Community & Public Sector Union (CPSU)

The CPSU is a national union whose Victorian branch represents public sector and community organisation employees in Victoria. All VPS employees, including those employed at EPA are entitled to join the CPSU. Membership fees are on a sliding scale according to salary - click here to access the membership form - and are tax deductible.

As well as bargaining for improved wages and conditions and providing individual representation to protect your job and entitlements should the need arise, the union offers various across-the-board benefits, including the Union Shopper service which uses the purchasing power of ACTU members across Australia to track down the best deal for CPSU members.

The current VPS Agreement on wages and conditions includes Appendix 6, which is EPA-specific and provides allowances for call-out/after hours work. Those allowances were negotiated with EPA by local CPSU representatives.

Within EPA, a joint EPA/CPSU Consultative Committee, comprised of senior management representatives and CPSU delegates and the CPSU Industrial Officer, provides a forum to address a range of industrial and employee relations matters, including canvassing CPSU members’ issues and concerns.

To find out more, go to the union website.

Union membership is optional and voluntary.
How to interpret your pay slip

- EPA’s ABN
- Employee Number
- Name and home address
- Bank account for net pay
- Annual salary
- Unit
- Classification (VPS Grade 3, Value Range 2, Salary Point 4)
- Pay Number & Pay Date
- The start and end date of the pay period
- This is the section where salaries, allowances and overtime payments are detailed
- Gross Pay
- Taxable Salary; this is the amount that tax will be calculated on, not the gross amount.
- Tax deducted
- HECs deducted; this amount appears for your information only (The amount shown for Tax has this amount included in the total)
- Details of other deductions, including other banking deductions (Deductions listed are: Social Club (CLUB), MetCard (EPA COMMUT) and other banking deductions (OTHER BANK))
- Net pay
- Employer Superannuation Contributions
- Leave entered on CHRIS during this pay period
- Payslip message

Amounts paid in this pay
Year to Date Amounts paid since first pay of the financial year
Date of Overtime
Hours paid for Overtime, Salary and any Leave taken (No overtime is listed in this example)
Hourly Rate paid for Overtime, Salary and any Leave taken
Name of Super fund

EPA Victoria
STF. 3001999
Jackson M
200 Victoria St
MELBOURNE
VIC 3008

LOCN: ENVIRONMENT
PAY NO: 445
PAY DATE: 8/04/10
PAY PERIOD: 28/03/10 TO 10/04/10

THIS PAY
YTD
Date
Hours
Rate

ANN LEAVE
947.57
947.57
30.40
31.17

PUBLIC HOL
473.76
2252.17
15.20
31.17

NORMAL SAL
1895.14
40794.65
60.80
31.17

SICK LEAVE
0.00
280.21

2ND SHIFT ALW
0.00
333.92

HIGHER DUTY
ANN LVE LD
124.45
124.45

GROSS
2365.92
45940.43

TAX
2365.92
45940.43

TAXABLE
662.00
10702.00

HECS DEBT
0.00
1352.00

CLUB
DED
15.12
95.36

EPA COMMUT
DED
64.46
1289.80

OTHER BANK
DED
220.00
1500.00

TOTAL DEDN
304.58
2884.36

NET
1706.92
35238.43

VICS
COY
255.34
4444.87
VICSUPER

LEAVE TAKEN:

Type
ANN LEAVE
Description
ANNUAL LEAVE
Start Date
28/03/10
End Date
2/4/10
Hours Taken
30.400

*** Have a Safe and Happy Easter ***
### Pay Calendar 2009/10

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#### Pay Days
- **Public Holidays**
- **School Holidays**
### Pay Calendar 2010/11

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- **Public Holidays**
- **School Holidays**