

# 2007

## Organisational Learning and Development Manual



For our staff to develop and grow...

### Development

A gradual unfolding, to bring out all that is contained

To cause to grow

To change the form of, but not the value

To bring forth a latent condition

To grow from within

### Grow

To manifest vigorous life

To put forth foliage, to flourish

To spring up, to arise

To increase in some specified quality

To advance, to stretch forward



Department of  
Environment and Conservation

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# Introduction

Part A

# Introduction

The Organisational Learning and Development Manual is intended to serve as a reference to assist all Departmental personnel seeking to improve their performance and develop their careers. The courses outlined in this manual should not be considered as exhaustive. There are many additional courses available to personnel seeking training and development. The Department of Environment and Conservation (DEC) Training Centre at Dwellingup now has an electronic register, called the Australian Training Register (ATR), which lists over 70,000 public access training programs, courses, conferences and seminars. On the job training, job rotation, transfers, and acting positions are all also additional ways of achieving training and development. The need to successfully train and develop personnel is recognised within the Department of Environment and Conservation and is aimed at achieving the most efficient use of people while maximising the economic and administrative efficiency of the Department.

All personnel should consult regularly with their supervisors in establishing a development plan and seek out training courses, which allow development to occur. The Individual Development and Performance Enhancement System (IDAPES) system forms an important, integral part of the process of establishing a developmental plan and should be used to ensure training needs are met.

Should any member of this Department require further assistance with establishing a development plan, attending training courses, or clarification of the material in this manual, they should contact the training staff at the Department's Training Centre, Dwellingup.

It will be necessary to update information about courses throughout the year; as this becomes available. Electronic broadcasts will provide the necessary updates.

To maintain an accurate training register it is imperative that ALL training completed by all Departmental people is recorded and entered into the CONCEPT record system. When completing courses external to the Department it is the responsibility of the individual to forward their details and course information for entry into CONCEPT to:

Eloise Tuia,  
Clerical Officer  
DEC Training Centre, Dwellingup  
Ph: (08) 9538 1200  
Email: [eloise.tuia@dec.wa.gov.au](mailto:eloise.tuia@dec.wa.gov.au).

# **Department of Environment and Conservation – a Registered Training Organisation**

Part B

# Department of Environment and Conservation - a Registered Training Organisation

## Registered Training Organisation

The Department of Environment and Conservation, is a Registered Training Organisation (RTO) operating within the Vocational Education and Training (VET) system. As an RTO, the Department is able to offer Nationally Recognised Training to staff members.

To become an RTO, the Department has undertaken a registration process with the Training Accreditation Council (TAC) of the Western Australian Department of Training. In order to be registered and maintain registration, the Department is audited by TAC for compliance against the Australian Quality Training Framework (AQTF) Standards for RTOs.

The Department of Environment and Conservation has chosen to be a Registered Training Organisation in order to provide Departmental staff with the opportunity to attain nationally recognised qualifications and Statements of Attainment. The Registered Training Organisation operates within the Vocational Education and Training (VET) system.

## Role of the DEC Training Centre

One of the roles of the DEC Training Centre is to manage and maintain the Registered Training Organisation status. Responsibilities include the development, implementation, evaluation and continuous improvement of a quality training and assessment system, which meets the twelve Australian Quality Training Framework (AQTF) standards and the operational needs of the Department.

This system is being implemented across all training and assessment activities, and all Departmental divisions.

The DEC Training Centre objective is to provide quality training and assessment products and services to all Departmental employees resulting in either the awarding of Nationally Recognised Training qualifications or Departmental-specific recognition.

## Australian Quality Training Framework (AQTF)

The AQTF was developed by the National Training Quality Council of the Department of Education, Science and Training, in conjunction with States and Territories.

The key objectives of the AQTF are to provide the basis for a nationally consistent, high quality vocational education and training system.

The Department must be registered and comply with the twelve AQTF standards to issue nationally recognised qualifications or 'Statements of Attainment'. The Department must meet all the twelve standards of the AQTF to maintain registration as a Registered Training Organisation. A breach in these standards may result in the Department losing Registered Training Organisation status.

For more information on the AQTF and nationally recognised training, refer to the Training Procedures Manual, People Services, DEC intranet or contact:

Tamie DuBarrie  
RTO Compliance Officer  
DEC Training Centre, Dwellingup  
Ph: (08) 9538 1200  
Fax: (08) 9538 1244  
Email: [tamera.dubarrie@dec.wa.gov.au](mailto:tamera.dubarrie@dec.wa.gov.au)

# Course Enrolment Procedures

Part C

# Course Enrolment Procedures

All personnel are encouraged to seek out training courses consistent with the goals set within the context of the IDAPES appraisal. When agreement has been reached with the supervisor as to proposed training for the year, the following procedures should be followed:

1. Training budgets are to be prepared in accordance with budget preparation guidelines. It is necessary to distinguish between training for development and training to overcome a performance gap.
  - 1.1 **It will be the responsibility of managers to prepare and monitor their own training budgets with respect to fees, travelling and accommodation.**
  - 1.2 When preparing budget flexfields the resource code 1786 must be used for all training expenditure.
2. Nomination (via a DEC90 nomination form) to attend a training course should only be made after careful consideration of the training need and the development plan. A copy of the DEC90 form is located on page 11.
  - 2.1. There must be a clearly identified need for training.
  - 2.2. The purpose of the training must be clearly identified, i.e. to solve a performance gap or for development, as this impacts on the budget allocation.
  - 2.3. As some training courses are offered more than once during the year, the preferred dates for attendance must be included in the nomination.
  - 2.4. Supervisors must ensure that leave programs, the number of training courses attended by the nominee, the work priorities and program, cost to the Department, benefit to the person/Department are all duly considered prior to nominating any personnel.
  - 2.5. All DEC90 nomination forms should be forwarded to the Manager, Learning and Development, through the relevant managers who will review the nomination relative to regional/branch priorities.
  - 2.6. When a number of nominations are made for the same course, they should be given a priority via the relevant manager before forwarding to the Manager Learning and Development.
  - 2.7. Nominations must reach the Manager Learning and Development six weeks prior to commencement of the course.

3. The Manager, Learning and Development, will then forward nomination details to the relevant training course co-ordinating officer, or the external agency involved.
4. Following approval to attend a course, the supervisor responsible and the person attending will be notified of the success of the application along with any further information about attendance.
5. It is the responsibility of the supervisor to authorise and arrange travel. The course facilitator will usually make accommodation arrangements notifying participants accordingly. Costs incurred in travel and accommodation will be paid from the relevant work budget as appropriate.
6. There is a requirement for all course participants to complete the course evaluation form included in this manual, at the completion of the course. The aims of this process are as follows:
  - (a) To ensure satisfactory course standards are maintained.
  - (b) To ensure course material is relevant.
  - (c) To monitor attendance at courses.

For external courses, it is the **responsibility of all course participants** to complete and forward this information to the Manager Learning and Development at the DEC Training Centre, Dwellingup.

It will often be possible for the **Course Custodian** to ensure that the course evaluation forms are completed in the final segment of a course.

Both internal and external course providers conducting courses will have access to this information for their own evaluation of course effectiveness and modification as necessary.



Department of Environment and Conservation

DEC 90

NOMINATION TO ATTEND PERSONAL DEVELOPMENT ACTIVITY

APPLICANT'S NAME: \_\_\_\_\_ EMPLOYEE NO : \_\_\_\_\_

POSITION: \_\_\_\_\_

LOCATION: \_\_\_\_\_

NAME OF COURSE: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

COURSE CONDUCTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_ VENUE: \_\_\_\_\_ FEE: \_\_\_\_\_

REASON FOR ATTENDANCE: Performance Gap Y / N Development Y / N Other Y / N

Please read the following statement before signing this nomination.

I am aware of and understand the Skills Recognition and Mutual Recognition process explained in the 2007 Organisational Learning and Development Manual.

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

ENDORSED RELEVANT MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

RELEVANT MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

TRAINING LONG CODE \_\_\_\_\_

Forward the completed nomination to: Manager Learning and Development, DEC Training Centre, Acacia Rd, Dwellingup 6213 or FAX: (08) 9538 1244

DEC Training Centre, Administration Only

Approved

Not approved

SIGNATURE: DEC People Services: \_\_\_\_\_ DATE: \_\_\_\_\_

Forward to Course Custodian: \_\_\_\_\_

# Short Courses

Part D

# Introduction to Short Courses

## National Training Packages

National Training Packages are sets of nationally endorsed standards and qualifications for recognising and assessing people's skills. A training package describes the skills and knowledge that are needed to perform effectively in the workplace. They do not prescribe how an individual should be trained.

Training packages are developed by industry through National Industry Training Advisory Bodies, Recognised Bodies or by enterprises to meet the identified training needs of specific industries or industry sectors.

## Qualifications and Statements of Attainment

Every participant will receive a non-nationally accredited certificate from the Department upon successful completion of all the short courses listed in this manual.

However, if a **component** of a course completed is nationally accredited, it is then nationally recognised as a **Unit of Competency**, and a **Statement of Attainment** will be issued with the above non-accredited certificate upon successful assessment of that component.

Training packages specify the combination of Units of Competency required to achieve a specific qualification. Staff who complete some, but not all, Units of Competency for a qualification are awarded a Statement of Attainment. When they are assessed as competent in the remaining Units of Competency, they attain the qualification.

Each Unit of Competency will be working towards completion of a:

- Advanced Diploma, Diploma, Certificate II, III, or IV in Public Safety;
- Certificate I, II, III, or IV in Conservation and Land Management;
- Certificate I, II, III, or IV in Conservation and Land Management (Specialising in Lands, Parks and Wildlife);
- Certificate II or IV in Government; or
- Diploma of Business.

For more information on Units of Competency relating to each of the qualifications mentioned above, log on to the DEC intranet, People Services, Manuals and Guides and view the Certificate Packaging for Statements of Attainment document. Alternatively, use the following web address:  
<http://calmweb.calm.wa.gov.au/drb/csd/hrb/docs/certificate-packaging-for-oldm.pdf>

## Note to Course Custodians

The Department of Environment and Conservation is committed to ensuring the provision of effective and efficient training throughout the organisation.

Consequently, the course custodian is responsible for the safety and health of participants and for minimising disturbance to the environment during training and assessment activities.

The sensitivities of the training environment and people working or living in the vicinity of the training need to be taken into account. These can be best gauged by talking with the person responsible for the site.

Custodians are also responsible for ensuring areas and facilities used for training are always returned to a safe, secure and tidy condition after use and that resources are returned to the appropriate storage location.

### Minimising disturbances to people attending courses.

In order to ensure that training has a minimal impact work loads of attendees, course custodians are encouraged to liaise with the managers of the staff attending the course and where possible:

- deliver a training program in combination with other Departmental short courses being conducted in the same location around the same time;
- provide staff who are working outside of the metropolitan area with onsite training as opposed to central delivery, or utilise other techniques for delivery such as computer-based packages or video conferencing;
- take into account availability of staff by being prepared to repeat courses over a reasonable time frame; and
- coordinate the delivery of training with other events such as during major seminars, staff meetings and workshops i.e. Administration Seminars, RM/DM meetings, PVS workshops.

Training sites should be selected to assist the course custodian in conducting and delivering training under realistic conditions, so that course participants are trained to the level of competency and expertise required. The delivery sites must provide the appropriate indoor and outdoor training and assessment facilities while adhering to occupational safety and health requirements applicable to the type of training being conducted.

# Courses in Field Operations

## Chainsaw Maintenance and Handling

**I0003**

### Course Description

This unit describes the work involved in trimming, pruning, ripping and crosscutting with a chainsaw.

Restricted to the falling of standing material (culling) no more than 10cm diameter and/or 2m in height.

NOTE: The falling of standing material greater than 10cm in diameter and 2m in height requires a Tree-Felling qualification.

### Format

One-day version.

Two-day version.

### Methodology

Theory session takes two to three hours in a classroom situation, followed by demonstration, controlled learning and assessments in the field.

All gear, equipment and PPE is supplied.

### Key Subject Areas

- Occupational Health, Safety regulation and codes.
- Chainsaw components.
- Saw sharpening.
- General maintenance.
- Approved techniques, cutting, ripping and boring.

### Who Should Attend?

Anyone intending to use a chainsaw needs to have this qualification.

### Course Custodian

Brian Smith

Ph: (08) 9538 1078

Fax: (08) 9538 1203

Mobile: 0427 195 463

### Dates

No dates have been scheduled. Courses will be conducted on request (minimum of two people required).

### Cost

\$245/person for two-day version.

\$225/person for one-day version.

### Modules/Units of Competency

- RTC2304A Operate and maintain chainsaws



Training Accreditation Council  
WESTERN AUSTRALIA

Nationally Recognised Training

## Driver Training – 4WD Light Vehicle Operators Course

**I0587**

*Please note: This course is generally only run as part of Graduate Recruit and MATES block training however this may be negotiable given sufficient demand. The course can also be accessed through an external provider (see contact).*

### Course Description

This program is designed to provide participants with the knowledge and skills to understand the capabilities of both themselves and the vehicle to negotiate rough terrain.

### Format

Four-and-a-half-day live-in course presented at the DEC Training Centre, Dwellingup, or at other agreed locations.

### Methodology

The program is both practically and theoretically based. However, course emphasis is on field work and participants receive tuition and practical driving experience in a wide range of four wheel driving conditions, from steep ascents and descents, river crossings, mud and sand driving to the safe and efficient use of recovery equipment.

### Key Subject Areas

- 4WD components and capabilities
- Power flow, transmission, transfer case, free wheeling hubs, transmission windup, tyre pressures, driver approach to 4WD driving.
- Vehicle recovery equipment. Knowledge and safe use of high lift jacks, airbags and winches. Recovery of a vehicle from a bogged position
- Cab drill and POWER Checks
- 4WD Techniques. Drivers approach, stallout procedure, steep ascents, steep descents, sand driving, mud driving, river crossings, 4WD general principles

### Who Should Attend?

All Departmental people who are required to use a 4WD for off-road driving.

### Course Custodian

External training providers are used for this course. Enquiries should be directed to:

Peter Hill

Learning Programs Consultant  
DEC Training Centre, Dwellingup  
Ph: (08) 9538 1200

Email: peter.hill@dec.wa.gov.au

Or contact:

Shawsett Training

Ph: (08) 9248 7208

Website:www.shawsett.com.au

### Dates

Delivered on an as needs basis.

### Cost

For Graduate Recruits and MATES trainees, the cost of the course, meals, and accommodation will be met jointly by the central training budget and the participant's work centre.

Work centres will be responsible for supplying participants with a manual four-wheel drive vehicle (dual cab or station wagon).

### Modules/Units of Competency

- FPIFGM139A Operate 4x4 vehicle in off-road conditions
- FPIFGM140A Perform water crossing and recovery of 4x4 vehicles\*\*



Nationally Recognised Training

\*\*Attainment of this Unit is dependant on the weather and terrain conditions

### Driver Training- 4WD Heavy Duty Vehicles Course

I0581

**This is a nationally recognised course delivered by an external provider.**

*Please note: This course is generally only run as part of Graduate Recruit and MATES block training however*

*this may be negotiable given sufficient demand. The course can also be accessed through an external provider (see contact).*

### **Course Description**

This course is designed to provide students with the knowledge and skills to understand the capabilities of both themselves and the vehicle to negotiate rough terrain.

### **Format**

A four-and-a-half-day live-in course presented at the DEC Training Centre, Dwellingup.

### **Methodology**

The course is based on presentation of theory and interactive discussion before the theory is put into practice in the field. The course emphasis is on field work and participants receive tuition and practical driving experience in a wide range of four wheel driving conditions, from steep ascents and descents, river crossings, mud and sand driving to the safe and efficient use of recovery equipment.

### **Key subject areas**

- 4WD components and capabilities. Power flow, transmission, transfer case, free wheeling hubs, transmission windup, tyre pressures, driver approach to 4WD.
- Vehicle recovery equipment. Knowledge and safe use of high lift jacks, airbags, winches and snatch straps.
- 4WD techniques. Drivers approach, stallout procedure, steep ascents, steep descents, sand driving, mud driving, river crossings, 4WD general principles.
- Recovery of a vehicle from a bogged position.
- Cab drill and POWER checks.

### **Who Should Attend?**

All Departmental people who are required to use 4WD heavy vehicles for off road driving.

### **Course Custodian**

External training providers are used for this course. Enquiries should be directed to:

Peter Hill

Learning Programs Consultant  
DEC Training Centre, Dwellingup

Ph: (08) 9538 1200

Email: peter.hill@dec.wa.gov.au

Or contact:

Shawsett Training

Ph: (08) 9248 7208

Website:www.shawsett.com.au

### **Dates**

Delivered on an as needs basis.

### **Cost**

The cost of the course, meals, and accommodation will be met jointly by the central training budget and the participant's work centre.

Work centres will be responsible for supplying the participants with a manual four-wheel drive heavy vehicle.

## **Driver Awareness Course**

**E1252**

**This is a nationally recognised course delivered by an external provider.**

### **Course Description**

The Driver Awareness course aims to raise the awareness of driving practices that contribute to the safety and welfare of course participants. The course is designed to develop the potential for the reduction of personal injury and vehicle damage.

**Format**

One full-day, two hour theory session and six hour on road driving and skills enhancement

**Methodology**

The program was developed based on need identified by DEC and extensive negotiation with industry to establish an effective course for drivers routinely exposed to metropolitan, country and gravel roads.

**Key Subject Areas**

- Develop hazard perception techniques.
- Develop awareness of risk potential in motor vehicle driving.
- Enhance physical driving skills in Standard Passenger Vehicles.
- Revise road craft and the road laws.

**Who Should Attend?**

All staff who are required to drive government vehicles should attend this course.

**Course Custodian**

Shawsett Training  
Ph: (08) 9248 7208  
Website: [www.shawsett.com.au](http://www.shawsett.com.au)

**Contact**

Peter Hill  
Learning Programs Consultant  
DEC Training Centre, Dwellingup  
Ph: (08) 9538 1200  
Email: [peter.hill@dec.wa.gov.au](mailto:peter.hill@dec.wa.gov.au)

**Dates**

Course dates are regularly being scheduled by the provider (Shawsett Training).

**Cost**

The cost of \$165 per participant is met by Financial Services Branch, however cost centres will be required

to meet cost of staff travel, accommodation (where necessary) and the cost of vehicle to use for the on road component of the course.

**Law Enforcement Training****10005****Course Description**

A five-day introductory course addressing the basics of law enforcement within DEC. The course introduces participants to the legislation administered by DEC, aspects of law and evidence, apprehending offenders, taking witness statements and records of interview, stopping and searching suspect vehicles, apprehending offenders, issuing infringement notices, writing breach reports and giving evidence in court.

**Expected Outcomes**

Participants are expected to be familiar with the day-to-day provisions of the legislation and understand how to interpret and apply the legislation. They are also expected to understand the rules of evidence, be able to record witness statements and records of interview, be able to apprehend an offender and write a breach report and have a good understanding of court protocol and procedures when giving evidence.

**Format**

The course is presented in a classroom situation over five days and includes a visit to a court while it is in session. Participants will also have to take part in a role-play scenario in which they are required to demonstrate an understanding of the powers of an authorised officer, knowledge of the legislation and an ability to successfully apprehend an

offender. A post course assignment in the form of a detailed breach report based upon the role play scenario must be submitted by all participants.

### **Methodology**

Classroom lessons supported by overheads, videos and speaking aids and reinforced by question and answer sessions. Assessment is by way of multiple choice answer exams on most topics covered in the course as well as an infringement notice writing exercise, the role play and the post course assignment. Participants must successfully complete all assessed modules to pass the course.

### **Key Subject Areas**

Key subject areas for this course include:

- Understanding legislation and evidence
- Interviewing suspects and witnesses.
- Writing infringement notices.
- Giving evidence in court.
- Apprehending offenders.
- Writing breach reports.

### **Who Should Attend?**

Graduate Recruits and DEC staff whose functions include law enforcement as a necessary part of their duties.

### **Prerequisites**

Good written and verbal communication skills and an interest in the law.

### **Facilitator**

Kevin Morrison

### **Dates**

7 to 11 May 2007 in Dwellingup. However, if there is sufficient demand from any of the Regional areas for a Law Enforcement Course a further course may be considered

over a period to be determined during the second half of the year.

### **Cost**

There are no course costs for DEC staff attending this course; however travel, accommodation and meal expenses are the responsibility of the District from where the officer is travelling to attend the course.

Subject to approval by the Manager Learning and Development, travel, accommodation and meal expenses of graduate recruits and trainees may be met by central training budget.

### **Contact**

Nature Protection Branch  
Kevin Morrison  
Principle Compliance Officer (Law)  
Ph: (08) 9334 0285  
Email:  
kevin.morrison@dec.wa.gov.au

## **Field Surveying**

**I0032**

### **Course Description**

This program provides students with the knowledge and skills to effectively use Departmental maps and aerial photographs, to use basic surveying equipment, to assess the visual impact of a proposed road alignment and to calculate and survey simple road curves.

### **Format**

Three-day course.

### **Methodology**

The program is based on presentation of theory, interactive discussion and where possible hands on experience in the field.

The course focuses on experiential learning with the opportunity to use maps and map reading equipment, survey equipment and to plot a simple curve in the field.

The third day of the course focuses on a project where the students are given a proposed road alignment.

This allows the application of the skills they have learnt to plot the road alignment, research its impact on the environment, use the survey equipment to walk the road alignment in the field and prepare a report to justify the alignment.

### Key Subject Areas

- Map Reading: Departmental maps, scales, Australian Map Grid (AMG) System, Forest Department System, distance measurement, area calculations, contours, aerial photos and bearings.
- Survey Equipment: Compass, Clinometer, Hip Chain and Dumpy Level.
- Visual Impact Assessment.
- Plotting a Simple Curve: Designing a simple curve, deflection angle, tangent, secant, offsets and radius rationale.

### Who Should Attend?

Any staff member who is required to use Departmental maps, survey equipment, and or design road alignments.

### Course Custodian

Peter Hill  
Learning Programs Consultant  
DEC Training Centre, Dwellingup  
Ph: (08) 9538 1200  
Email: peter.hill@dec.wa.gov.au

### Dates

To be advised.

### Cost

The cost of the course, meals, and accommodation will be met jointly by the central training budget and the participant's work centre.

### Modules/Units of Competency

- FPIFGM147A Read and interpret maps



### Recreation Planning and Management

I0039

### Course Description

Outdoor recreation planners and managers who work in natural areas have a dual responsibility. On the one hand, they are required to provide a range of recreational opportunities and experiences for a diverse range of users. At the same time, they must also seek to ensure the protection and proper management of those natural areas and processes that attract visitors in the first place.

How to successfully achieve these apparently conflicting objectives of preservation and maintenance of natural values and processes, while facilitating the public's use and enjoyment of these values, is a dilemma which has and continues to confront recreational planners and natural area managers.

The DEC is one of the major providers of outdoor recreation and nature-based tourism opportunities in Western Australia.

This course will explore the theory and practice of recreation planning and management using local examples to demonstrate appropriate processes and techniques.

The course incorporates a planning exercise in which participants will be assigned to work in small syndicate teams to prepare a recreation site development plan and visitor communications strategy, for a reserve located in the Perth Metropolitan Region.

This exercise will enable participants to test and apply the various principles, processes and guidelines presented during the course.

The course also provides a forum for the interchange of ideas and experience between participants interested in recreation planning and management in natural areas and practitioners skilled in this field.

#### **Expected Outcomes**

- A greater understanding of the concept of leisure and associated benefits.
- An introduction to the Department's role, responsibilities, policies and strategies in providing nature-based recreation and tourism opportunities.
- An understanding of recreation resource planning theory and principles.
- An understanding of the basis for site planning, plan preparation and implementation.
- More knowledge of managing visitors through information and interpretation.
- An introduction to visitor safety and risk management.

- An understanding of the need for planning for people with disabilities.

#### **Format**

This is a live-in course conducted over four-and-a-half days.

#### **Methodology**

The course is based on interactive presentations from a number of Departmental staff with expertise in various facets of recreation resource planning and design, visitor management and related fields.

A range of teaching methods are employed including illustrated lectures with slides and videos, case studies and a field trip.

The course is woven around a syndicate exercise in which participants are given the opportunity to work on a real life recreation planning and design project. On the last day of the course, the syndicate groups present their findings and recommendations.

#### **Key Subject Areas**

- What is leisure and why is the Department involved?
- Departmental role, responsibilities, policies and strategies in providing nature-based recreation and tourism.
- Overview of recreation resource planning and management.
- Recreation site planning.
- Design principles, and processes.
- Principles and techniques of interpretive communication.
- Introduction to project management.
- Planning for people with disabilities in natural areas.

**Who Should Attend?**

Any staff member who currently works in or is planning to pursue a career in the Parks and Visitor Services Output and who seeks to understand about the various principles and processes associated with planning and managing for recreation and tourism in natural areas.

**Course Custodian**

Tracy Churchill  
Ph: (08) 9334 0374  
Email:  
tracy.churchill@dec.wa.gov.au

Gil Field  
Ph: (08) 9334 0580  
Email: gil.field@dec.wa.gov.au

**Prerequisites**

None.

**Dates**

Course dates are yet to be determined, but it is anticipated the course will be run during the winter months (June, July or August).

**Cost**

To be advised.

## Designing Guided Interpretive Experiences and Ecotours Workshop

I0552

**Course Description**

This course empowers you to design your own guided interpretive experience with professional guidance.

You will learn scripting and presentation skills and gain experience in planning and evaluating interpretive activities programs and ecotours that enrich

the experience of visitors to natural and cultural areas.

**Format**

Four-and-a-half-day workshop.

**Methodology**

The workshop involves presentations, case studies, discussions, demonstrations, guided activities, experiences and role plays. Participants' experiences are shared and questions encouraged.

A variety of learning models are used and discussed along with a Guided Interpretive Experience Planner. Ideas outlined in the Planner are shared with the other participants.

**Key Subject Areas**

- Interpretation within ecotourism and heritage management.
- Communication strategies and techniques.
- The ways people learn.
- Planning an interpretive activity/experience.
- Using props.
- Scripting your presentation.
- Presenting an interpretive activity/experience.
- Promoting a guided interpretive activity/experience, activity program or ecotour.
- Evaluating guided activities/experiences, programs and ecotours.

**Who should Attend?**

All staff involved with personal communication with the public, especially those involved with guided activities/experiences in the field.

**Course Custodian**

Gil Field  
Ph: (08) 9334 0580  
Email: gil.field@dec.wa.gov.au

**Dates**

July – August or as required.

**Venue**

DEC Training Centre, Dwellingup.

**Cost**

To be advised.

## Firearms Safety Course

**I0037**

**Course Description**

This three-day course is designed to provide participants with the skills and knowledge required to use firearms for a range of Departmental purposes in a safe and appropriate manner.

**Format**

Three-day course which includes classroom theory and on the range practical.

**Methodology**

This program was developed based on the needs of staff and requirements for national accreditation. The course focuses on the variety of skills and knowledge required to use a firearm within the Department for a variety of uses.

The classroom component of the course is followed by a day on the range where students can practice and demonstrate their competence with firearms in a range of scenarios.

**Key Subject Areas**

- Firearms legislation.
- Firearm and ammunition components and types.
- Firearm safety (including personal and community safety).
- Ballistics.
- Ethical considerations.

- Correct use of firearms (including shooting technique and cleaning, maintenance and storage).

**Who Should Attend?**

Personnel who undertake duties within the Department that require the use of a firearm should attend this course.

To be included on the DEC Corporate licence, staff must attend and be deemed competent in this training.

**Prerequisites**

Participants must have the following requirements prior to enrolling in this course:

- Federal police clearance: A National Police Certificate MUST be provided to John Rooney on the first day of training. This must be applied for in person at your local police station at a cost of approximately \$44.00.
- A statutory declaration for permission to carry and use firearms as specified on the Department Corporate License No. 9996035.
- Current Senior First Aid certificate.

Both the National Police Certificate and the signed Statutory Declaration form WILL BE COLLECTED by John Rooney on the first day of the course. If these documents are not provided you will not be permitted to participate in the course.

It is also recommended that participants complete the following courses offered by the Department or an equivalent course prior to commencing Firearms Safety:

- DECsafe.
- Visitor Risk Management.

**Course Custodian**

John Rooney  
 Corporate Firearms Officer  
 Manjimup, 6258  
 Ph. (08) 9771 7991  
 Email: john.rooney@dec.wa.gov.au

**Dates**

February: 6-8 Manjimup (Full)  
 February: 20-22 Geraldton  
 March: 20-22 Karratha (TBC)  
 March: 27-29 Karratha (TBC)  
 April: 17-19 Perth  
 May 15-17 Busselton  
 June 19-21 Perth

Programs will be run monthly for the remainder of the year however locations and exact dates are yet to be confirmed. Please contact John Rooney for further information.

**Cost**

\$500.00 per person which includes the cost of the course, morning and afternoon tea and lunch.

**Assessment**

Participants will be required to successfully complete assessments that will examine written knowledge, practical, on range safe use during live firing, of a variety of firearms and basic marksmanship.

**Modules/Units of Competency**

- SROFAS001A Demonstrate knowledge of Firearms Legislation, firearms and community safety
- SROFAS005A Demonstrate use of category 'H' firearms safely
- RTD2125A Use firearms to humanely destroy animals\*



Nationally Recognised Training

\*This unit will be attained on successful completion of a post course assessment.

## Introductory Course for Volunteer Management

I0538

**Course Description**

This course is a development resource for the Departmental staff operationally involved with volunteers.

**Format**

Three-day workshop, held in the Training Centre at Kensington

**Methodology**

This course is based on presentations, discussion and a syndicate exercise conducted through a series of internal and external presenters with responsibilities in volunteer management.

**Key subject areas**

- Volunteer policies and principles (corporate level).
- Principles of volunteer utilisation, supervision and management.
- Administration/reward system.

**Who Should Attend?**

Staff intending to use or currently involved with supervising volunteers.

**Course Custodian**

Margaret Buckland  
 Ph: (08) 9334 0251  
 Email:  
 marg.buckland@dec.wa.gov.au

**Date**

To be advised.

**Cost**

Nil.

## **Bulldozer Operators**

**I0616**

### **Course Description**

To provide course participants with the skills and knowledge to enable them to operate a track dozer competently, safely and efficiently in a forest environment.

### **Format**

Theory three days, practical yet to be advised.

### **Contact**

Department of Environment and Conservation, Walpole  
Ph: (08) 9840 1027

### **Venue**

As required.

### **Date**

As required.

## **Cave Guiding Course**

**I0126**

### **Course Description**

This course is designed to provide participants with the skills and knowledge required to be able to provide visitors with quality, informative and enjoyable cave tours whilst minimising the impacts on the caves themselves.

### **Format**

This three and a half-day course includes theory presentations, role plays and a practical component.

The course will offer participants an introduction to the Yanchep Cave Systems and surrounding parks and this will also form the basis for the practical cave tour assessment.

### **Methodology**

The course is based on theoretical presentations and practical exercises where participants will be exposed to many aspects of the guiding section.

Assessment will be both theoretical and practical with participants leading a tour group through a cave as part of their final assessment.

### **Key Subject Areas**

- Introduction to Yanchep National Park.
- Delivering your presentation.
- Customer Service.
- Dealing with Customer Difficulties.
- History of the Park.
- Cave Guiding Daily Duties.
- The Formation of Caves.
- Speleothem formations.
- Practical cave tour.
- Legal Duties of a Cave Guide.
- Cave Flora and Fauna.

### **Who Should Attend?**

Departmental staff who will be involved in the Cave Guiding activities at Yanchep National Park.

### **Prerequisites**

- Current Senior First Aid Certificate.

### **Course Custodian**

Ross Kermode  
Yanchep National Park  
Ph: (08) 9561 1004  
Email:  
ross.kermode@dec.wa.gov.au

### **Venue**

Yanchep National Park.

### **Date**

As required.

## Modules/Units of Competency

- THTFTG01B Work as a Guide



## Cave Leader Course

I0678

### Course Description

A person who has completed this course successfully will be able to lead groups through caves that have a low degree of difficulty in a manner that maximises group safety and minimises environmental impact.

### Format

Three-day course includes theory presentations and field visits to caves to model and workshop practical application.

Candidates are expected to provide their own personal equipment (helmet and light).

Specialised equipment and ropes required for the program will be supplied.

### Methodology

Theory and practical exercises. Assessment is ongoing throughout the course, plus a theory assessment at the conclusion of the third day.

A practical assessment is carried out at a later date by arrangement with an assessor.

### Key Subject Areas

- Speleology
- Geology, cave development, speleothems.

- Biology.
- Palaeontology
- Archaeology.

Minimal Impact and Cave conservation:

- Types of environmental impact.
- Methods to minimise environmental impact.
- Australian Speleological Federation Minimal Impact Caving Code.

Planning and Guiding a caving activity:

- Permits.
- Equipment.
- Hazards.
- Communication.

Legal responsibilities:

- Duty of Care.
- Negligence.
- Industry standards.
- Briefing, debriefing.
- Occupational Safety and Health procedures.
- Emergency procedures.

### Who Should Attend?

Any Departmental employee, who is involved in cave leadership in their position, should attend this course.

### Prerequisites

- Current Senior First Aid Certificate (St John's, Red Cross or higher).
- Six episodes of participating in an outdoor recreation activity where the applicant has acted as assistant leader or leader. This can overlap the following year.
- Logged experience in caves of at least six cave visits over the past year.
- Abseiling and/or laddering experience (there are vertical entry caves in the program) is desirable but not necessary for

- horizontal cave leader candidates.
- Abseiling accreditation for vertical cave leader.

### **Course Custodian**

Caves Manager  
 Anne Wood  
 Blackwood District  
 Ph: (08) 9757 7035  
 Email: anne.wood@dec.wa.gov.au

### **Venue**

Margaret River DEC office and Leeuwin-Naturaliste National Park.

### **Dates**

As required.

### **Cost**

\$395 for course  
 \$242 for practical assessment

## **Outback Safety and Survival Course**

### **E0883**

### **Course Description**

This course is designed to equip participants with the attitudes and skills necessary to protect themselves from the harmful aspects of the natural environment, and the environment from the harmful aspects of people.

This is a 'hands-on' course that combines theory with practice to enable participants to apply the principles and techniques relating to safety and survival in the bush.

### **Format**

The course consists of:

- An all day theory session held in the activity room of the Wellington Discovery Forest Centre on the Friday from 9am to 5pm

- The practical weekend follows in the Wellington National Park throughout Saturday and Sunday, concluding at approximately 3pm.

### **Methodology**

The course is based around interactive presentations drawing heavily on the experience of the course co-ordinator Bob Cooper and his staff of qualified bushcraft instructors.

A range of teaching tools including videos, planning scenarios and group exercises undertaken in both the classroom and during the field camp are used to convey the various principles and techniques.

### **Key Subject Areas**

You will learn about:

- Planning a safe trip
- Psychology of survival
- Map reading and navigation
- Water procurement techniques
- Alternative fire-lighting methods
- Edible and medicinal plant identification
- Avoiding poisoning by toxic vegetation
- Stellar and solar navigation
- Modern survival techniques
- Traditional bush-living skills
- Useful and harmful sea coast creatures
- Day and night signals
- Minimal impact camping methods

Plus many more useful tips and skills to make your outings safer and more enjoyable.

### **Who Should Attend?**

All Departmental staff who are commonly involved in fieldwork and/or who plan and carry out tasks that involve travel in remote areas.

**Course Custodian**

Bob Cooper, Director of Bob Cooper Outdoor Education.

Bob Cooper has been delivering courses to DEC staff on Outback Survival since 1990. His survival/bushcraft skills have been developed over more than 25 years of experience.

These include living with traditional Aboriginal people in our Western Desert, instructing with Special Forces Units, lecturing with the Texas Wildlife Service on desert survival in the Mexican Desert, delivering Wilderness Safety lessons in the UK and learning bushcraft skills from the Bushmen of the Kalahari Desert in Botswana.

Bob is considered one of the leading bush survival instructors in Australia.

**Contact**

Kristy Pengelly  
DEC Collie  
Ph: (08) 9735 1909  
Fax: (08) 9734 4539  
Email: wdf@dec.wa.gov.au

**Dates**

11–13 May 2007  
2–4 November 2007

**Cost**

\$485 per participant. This fee covers all theory and practical instruction sessions, associated handout material and meals for the weekend camp. Also included is a comprehensive personal bush survival kit packed with quality items and which is designed, tested and made in WA for our Australian outback conditions.

On successful completion of the course, you will be presented with the Outback Safety and Survival Certificate.

**Leave No Trace (LNT) for Land Managers****E1275****Course Description**

LNT for Land Managers is a three day competency based course which covers minimal impact ethics and the seven principles of Leave No Trace. This program resulted from a Memorandum of Understanding (MOU) established between the Department of Environment and Conservation (DEC) and Leave No Trace Australia (LNTA).

The program will be beneficial in allowing DEC staff to work in partnership with LNTA to assist in conveying a higher level of minimal impact skills and ethics to visitors of protected areas.

**Format**

Three days (0.5 days in classroom; 2.5 days in field).

**Methodology**

The LNT for Land Managers course is based on theoretical presentations, practical demonstrations and field exercises. The first day involves a two to three-hour classroom session which introduces participants to LNTA, LNT principles and the MOU between the Department and LNTA. Following this, participants relocate to the field to undertake two nights of camping to apply LNT principles.

**Key Subject Areas**

Participants will learn to apply the 'Leave No Trace' principles which are recognised internationally.

These include:

- Plan ahead and prepare.
- Travel and camp on durable surfaces.
- Dispose of waste properly.
- Leave what you find.

- Minimise campfire impacts.
- Respect wildlife.
- Be considerate of your hosts and other visitors.

### Who Should Attend?

Regionally based staff who are involved in PVS outputs and Nature Conservation Programs. The program is also tailored specifically for National Park Rangers and Trainees who have a high interaction with the general public.

### Facilitator

Leave No Trace Australia  
Graham Neilson  
Ph: (08) 9384 9062  
Email: graham@LNT.org.au  
Website: www.LNT.org.au

### Dates

No dates have been scheduled however, it is anticipated that the LNT for Land Managers course will be conducted throughout the Regional Work Centres of the State and at the DEC Training Centre, if there is sufficient demand.

### Cost

To be advised.

Participants will receive joining instructions with an equipment list for the field component of this course. Where possible, participants are encouraged to be self sufficient for the camping component and bring their own equipment (eg: sleeping bags / tents, cooking gear, roll mats and backpacks).

### Contact

Ashley Millar  
Learning and Development Officer  
DEC Training Centre, Dwellingup  
Ph: (08) 9538 1200  
Email: ashley.millar@dec.wa.gov.au

### Modules/Units of Competency:

- SROOPS001B Implement Minimal Impact environmental Practices
- SROOPS002B Plan for Minimal Impact Environmental Practices



### Verbal Judo

E0392

### Course Description

To provide participants with skills and knowledge of Tactical Communication to enhance their safety and professionalism and enable them to adopt a formatted system when meeting resistance/ dealing with difficult people under pressure by using specific learned patterns of behaviour.

The principles and tactics taught can enable participants to redirect hostile people, diffuse potentially dangerous situations, and perform professionally under all conditions.

Verbal Judo provides a system that allows the Department and Managers to clearly define how staff are trained professionally to meet and greet people, and how staff respond when they meet resistance.

### Format

Two-day course aimed at field staff. A one-day course entitled 'Verbal Judo for the Contact Professional' now exists for non field staff.

### Methodology

The program teaches the art of delivery and is based on

presentation, demonstration, enactment, case study, and activity.

Participants are required to take written notes and also demonstrate their understanding of the main tactics by completing a written examination and role playing activities.

### **Key Subject Areas**

- Redefining the profession of law enforcement and its central goal.
- The mindset required to skilfully read people, and the art of handling verbal abuse.
- The difference between words versus meanings.
- The power of delivery style.
- The 'Five Step' pattern of behaviour - how to deal with verbal resistance professionally under any condition.
- The 'Tactical Eight Steps' - when approaching/contacting people.
- S.A.F.E.R. - The five times when words fail.

### **Who Should Attend?**

All staff who deal with the public can benefit from the training, however field staff and line supervisors are the main focus.

Verbal Judo was created and tested by front line officers to increase their safety and professionalism, and reduce complaint and liability issues, as well as stress. Verbal Judo is effective at the front counter and in the boardroom – wherever the potential for conflict exists.

### **Course Custodian**

Will King  
Australasian Director  
Verbal Judo Australia  
Ph: (08) 9294 4811  
Email: will@verbaljudo.com.au  
Website: www.verbaljudo.com.au

### **Dates**

No dates have been scheduled for this course. Staff should express an interest through their supervisors and managers who should attempt to coordinate staff attendance to obtain the maximum cost benefit.

### **Cost**

Verbal Judo tactical communication course fees are charged at a daily rate.

Costs for a two-day course are \$5940 (\$540 GST included) plus expenses if applicable. (Expenses include necessary travel, meals and accommodation costs.)

Participant numbers for the two-day course are restricted to 25 due to time constraints for examinations and role playing exercises.

Costs for a one-day course are \$2970 (\$270 GST included) plus expenses if applicable (limit of 40 participants).

## **Introduction to ArcView**

**10362**

### **Course Description**

This course provides an introduction to ArcView and GIS as used in DEC.

### **Format**

Two-day course.

### **Methodology**

It is a combination of demonstrations, theory and self paced exercises for the first one-and-a-half to two days.

The last half of day two is dedicated to project work or for those participants who have not finished the course exercises.

### Key Subject Areas

#### General ArcView (Views and Tables)

- Getting started.
- Working with views.
- Introduction to tables.
- Making selections and building queries.

#### 1. ArcView in DEC

- Introducing DEC's Data and Tools.
- Coordinate systems and Projections.
- Creating a map with the DEC Map Production Tool.
- The DEC Cadastre Tool.
- DEC's Fire Graphics Toolbox.
- Capturing Data (Heads Up/GPS).

#### 2. Advanced ArcView

- Working with tables.
- Creating a map without the Map Production Tool.
- Images.
- Analysing spatial relationships.
- Geoprocessing.
- Extras.

### Who Should Attend?

There are no prerequisites to the ArcView course although some knowledge of computers is desirable

### Course Custodian

GIS Section

Jack Green

Ph: (08) 9334 0158

Fax: (08) 9334 0357

Email: jack.green@dec.wa.gov.au

### Dates

No dates have been scheduled as yet, courses are usually run on a monthly basis. If numbers are sufficient courses can be conducted in Regions and Districts.

### Cost

The course costs \$100 to attend and an extra \$100 if the attendee is unable to provide a laptop/computer and needs to hire one.

## Harvest Trees Manually Level I (Basic Fallers Course)

E1245

### Course Description

This course outlines the works involved in the preparation, planning and the manual chainsaw harvesting (falling) of trees at the BASIC level:

- Trees of any species that are sound and not prone to twisting and splitting.
- Diameter no more than 50cm at position of scarf cut and height of up to 20m.

### Format

Three-day course – includes assessment

### Methodology

This course involves completion of three hours theory in a classroom followed by demonstration by the trainers, then controlled learning, practice and assessment in the field.

Trainees would be expected to fall approximately 30-40 trees each, under full supervision during this course.

### Key Subject Areas

- Occupational, Safety and Health Regulations and Codes.
- Chainsaw handling and maintenance.
- Falling equipment.
- Tree assessment.
- Environmental and other legal protection measures.
- Hazard identification.
- Felling techniques and methods.
- Directional falling.
- Cross cutting and de-limbing.

### Who Should Attend?

Departmental staff who will be required to fall trees up to 50cm in diameter and 20m in height.

**Prerequisites**

- Physically fit.
- Chainsaw operation qualification.

**Course Custodian**

Brian Smith  
Ph: (08) 9538 1078  
Mobile: 0427 195 463

**Dates**

No dates have been scheduled for this course. The course will be provided on request with a minimum requirement of two participants.

**Cost**

\$725 per person.

## Harvest Trees Manually Level II (Intermediate Fallers Course)

**E1255**

**Course Description**

This course outlines the work involved in the preparation, planning and manual chainsaw harvesting (falling) of trees at the INTERMEDIATE level:

- Trees of any species with a diameter no more than 80cm at position of scarf cut, with a height of up to 40m.

This course is a prerequisite for the Advanced Fallers Course.

**Format**

Four-day course which includes assessment.

**Methodology**

Course involves completion of three hours theory in a classroom situation followed by demonstration, controlled learning, practice and finally assessments in the field.

Trainees are expected to fall approximately 25 trees under supervision using fan, sectional and strap cuts.

**Key Subject Areas**

- Occupational Safety and Health regulations and codes.
- Chainsaw handling and maintenance.
- Falling equipment.
- Tree assessment.
- Environmental and other legal protection measures.
- Hazard identification.
- Falling techniques and methods.
- Directional falling.
- Cross cutting, de-limbing.

**Who Should Attend?**

Departmental staff who will be required to fall trees with a diameter of no more than 80cm at position of scarf cut, with a height of up to 40m.

**Pre-requisite:**

- Physically fit.
- Chainsaw operation qualifications.
- Basic faller (optional).

**Course Custodian**

Brian Smith  
Ph: (08) 9538 1078  
Mobile: 0427 195 463

**Dates**

No dates have been scheduled for this course. The course will be provided on request with a minimum requirement of two participants.

**Cost**

\$950 per person.

## Harvest Trees Manually Level III (Advanced Fallers Course)

E1273

### Course Description

This course describes the work involved in the preparation, planning and manual chainsaw harvesting (falling) of trees at the ADVANCED level:

- Trees of any size, species and condition which can be safely fallen including multi-legged, hollowbutts, double leaders.
- Very large trees.
- Heavy leaning trees ie hazardous but not dangerous.

### Format

Four-to-five-day course, which includes assessment.

### Methodology

Half day of theory (includes revision of Intermediate level) followed by demonstration, controlled learning, practice and assessments.

Participants will be expected to fall approximately 20 trees.

### Key Subject Areas

- Occupational Safety and Health regulation and codes.
- Chainsaw handling and maintenance.
- Falling equipment.
- Tree assessment.
- Environmental and other legal protection measures.
- Hazard identification.
- Falling techniques and methods.
- Directional falling.
- Trim, de-limb and crosscut.

### Who Should Attend?

Departmental staff who will be required to fall trees greater than

80cm diameter and those nominated to fall trees at fires.

### Prerequisites

- Physically fit
- Chainsaw operator
- Intermediate faller (preferably with considerable experience)

### Course Custodian

Brian Smith

Ph: (08) 9538 1078

Mobile: 0427 195 463

### Dates

No dates have been scheduled for this course. The course will be provided on request with a minimum requirement of two participants.

### Cost

\$975 per person.

## Apply Tree Jacking Techniques

E1200

### Course Description

This course describes the work involved in applying tree jacking felling techniques in forest conditions.

### Format

Four-to-five-day course.

### Methodology

Three-hour theory session in a classroom situation followed by demonstrations, controlled learning, practice and assessment in the field

### Key Subject Areas

- Occupational Safety and Health regulations, policies and procedures.
- Establish communication systems.
- Determining lifting capacity.

- Accessing, planning conditions and surroundings.
- Fall trees using jacks.
- Maintain jacks.

**Who Should Attend?**

Departmental staff who may be required to fell heavily leaning trees. Please note treejacking is a two-person operation.

**Prerequisite**

Advanced Fallers Qualifications.

**Course Custodian**

Brian Smith

Ph: (08) 9538 1078

Mobile: 0427 195 463

**Dates**

No dates have been scheduled for this course. The course will be provided on request with a minimum requirement of two participants.

**Cost**

\$2,500 per course (\$1,250 per person).

# Courses in Safety and Health

## DECSafe

IO608

### Description

This program is designed to provide participants with the knowledge and skills required to enable them to build and apply sound practices in occupational safety and health, to actively participate in the Departmental Occupational Safety and Health programs and to assume responsibility for the safety and health of both their workmates and themselves.

This program covers a range of topics, including:

- Occupational safety and health provisions and structures in the workplace.
- The risk management process.
- Procedures for dealing with occupational safety and health issues.

### Format

DECSafe is a one-day training program but may be conducted over two half days depending on local requirements.

### Methodology

The program is based on lecture style presentation, group discussion, syndicate exercises and activities. Program participants are encouraged to actively participate through the process of questioning and relating and sharing their own experiences.

### Key Subject Areas

The DECSafe program addresses a range of key subjects, including:

- Legislation – *Occupational Safety and Health Act 1984* (particularly Duty of Care).

- Departmental Occupational Safety and Health Policy.
- Workers compensation and injury management.
- Staff counselling (Peer Support and Employee Assistance Program).
- Drug and Alcohol Policy.
- Risk management, hazard identification, risk assessment, risk control and safe work procedures.
- Hazard and incident reporting procedures and incident analysis.
- Issue resolution.

### Who Should Attend?

The DECSafe program is suited to all Departmental employees, especially those new to the organisation, those with some supervisory responsibility and those wishing to ensure currency of knowledge, practices and responsibilities.

### Prerequisites

Nil

### Facilitator

Risk Management Section  
Ph: 9334 0397

### Dates

On request, as required.

### Cost

To be advised.

### Modules/Units of Competency

- PUAOHS001A Follow Defined Occupational Health and Safety Policies and Procedures



Training Accreditation Council  
WESTERN AUSTRALIA

Nationally Recognised Training

## Health and Fitness

I0104

### Description

This course is designed to provide the participant with the knowledge and skills to:

- Describe the advantages of personal fitness.
- Identify the factors required in an effective exercise program.
- Identify and explain the effects on the human body of excessive alcohol intake, smoking and environmental stress.
- Identify a healthy lifestyle.

### Format

This is a one-day course.

### Methodology

This course is comprised of lecture-style presentations, practical components, group work and an exercise session.

### Key Subject Areas

The following topics will be addressed:

- health and fitness
- exercise programs
- diet and nutrition
- smoking
- alcohol consumption
- environmental stress
- drug use

### Who Should Attend?

Any Departmental staff member, who is interested in maintaining a healthy lifestyle or who is professionally involved in health and fitness within the Department.

### Prerequisites

Nil.

### Facilitator

Consultant for Corporate Health  
Risk Management Section  
Ph: 9334 0397

### Dates

As required or requested.

### Cost

To be advised.

## Basic First Aid

E1238

**This is a nationally recognised course delivered by both internal and external providers.**

### Course Description

This course is designed to provide participants with the basic knowledge and skills required to conduct basic first aid in an emergency.

### Format

Two hours.

### Methodology

This course is comprised of lecture-style presentations and a practical component.

### Who Should Attend?

Max 12 participants

### Contact

Corporate Health Officer  
Risk Management Section  
Ph: (08) 9334 0397

### Dates

As required.

### Cost

\$50 per person.

## Senior First Aid and Refresher Course

E1239

**This is a nationally recognised course delivered by both internal and external providers.**

**Description**

This course is designed to provide participants with the knowledge and skills required to conduct senior first aid in an emergency.

**Format**

Two days, max 12 participants (Senior)

One day, max 12 participants (Refresher).

**Methodology**

This course consists of lecture-style presentations and a practical component.

**Who Should Attend?**

Those who need full First Aid qualifications.

**Prerequisites**

If attending the refresher course, you will need to have a current Senior First Aid qualification (or has not exceeded three months expiry date).

**Facilitator**

Corporate Health Officer  
Risk Management Section  
Ph: 9334 0397

**Dates**

As requested.

**Cost**

To be advised.

**Visitor Risk Management****I0605****Course Description**

The purpose of this training module is to provide the participant with the necessary knowledge and skills to honour the Department's Visitor Risk Management 'duty of care' through the implementation of the Department's policy and procedures in accordance with legislation.

**Format**

Two-and-a-half-day training course as well as a post course practical assignment: 'Conduct a risk assessment in your work centre'.

**Methodology**

The delivery of this course should incorporate a range of teaching strategies; using examples relevant to the organisation, and where appropriate include as many activities as possible/appropriate.

Strategies may include:

- Lecture presentations.
- Audio visuals.
- Group work.
- Brainstorming sessions.
- On-site training and experimental learning.

**Key Subject Areas**

- Why manage visitor risks.
- The Department's VRM policy.
- Occupiers Liability Act.
- Duty of care.
- VRM hazard management process.
- Incident response.

**Who Should Attend?**

Any staff member who is co-ordinating or supervising the supply of visitor services to members of the public.

Participants are required to have the endorsement of their managers and will be expected to work with the local staff member responsible for 'Visitor Risk Management' in the work centre.

**Course Custodian**

Corporate Health Officer  
Risk Management Section  
Ph: (08) 9334 0397

**Dates**

There are no dates currently scheduled for this course. To

express an interest, please contact Risk Management Section.

#### **Cost**

To be advised.

#### **Modules/Units of Competency**

- RTC3201A Conduct operational inspection of park facilities



Nationally Recognised Training

## **Occupational Health and Safety Representatives**

**E0535**

**This is a nationally recognised course delivered by an external provider.**

#### **Description**

Five-day training for elected safety and health representatives provided by external organisations, such as IFAP, TLC.

#### **Format**

Five-day course.

#### **Key Subject Areas**

- What is the legislative framework for OSH in WA?
- What is 'duty of care' and how is it applied in a practical way in the Workplace?
- Brief overview of recent amendments to the OSH Act 1984 and the MSI Act 1994.
- What are the roles and responsibilities of the key duty holders? E.g. employers (managers, supervisors), employees etc.
- Election of safety and health representatives.
- Resolution of issues and refusal to work.

- Role of inspectors and enforcement.
- What are the functions of a safety and health representative?
- What are the functions of a safety and health representative?
- How do I use Provisional Improvement Notices or PINs?

#### **Who Should Attend?**

Elected Safety and Health Representatives.

#### **Prerequisites**

Nil.

#### **Facilitator**

Risk Management Section  
Ph: (08) 9334 0397

#### **Dates**

Various, please contact WorkSafe or visit [www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au).

#### **Cost**

To be advised (approximately \$595 depending on provider).

## **ChemCert WA Farm Risk Management in Pesticide Use**

**E1272**

**This is a nationally recognised course delivered by an external provider.**

#### **Course Description**

ChemCert WA's basic course assists participants to identify hazards in chemical use and to put in place risk controls. Emphasis is on domestic and export trade requirements, resistance, sustainable environmental practices, health of chemical users and the public, practical procedures for chemical use tasks, regulatory requirements and record keeping.

### Assessment

Designed to amass evidence of the participant's knowledge, skills and attitudes in relation to the competencies. Assessment techniques include written questionnaires, self assessment, structured activities.

### Qualification

Competent participants receive a Statement of Attainment from Curtin University or the participating Registered Training Organisation and an identifying ID card from ChemCert WA.

### Accreditation

ChemCert accreditation is for five years, after which ChemCert WA recommends reaccreditation through the Reaccreditation Course or a Specialist Course.

### Format

Two days.

### Cost

\$380 per person which includes a resource manual, an assessment workbook, morning and afternoon tea.

### Course Custodian

Janis Hadley  
ChemCert WA  
Ph/fax: (08) 9341 5325  
Email: farmcarewa@bigpond.com  
Website: www.chemcertwa.com.au

### Contact

DEC Training Centre, Dwellingup  
Ph. (08) 9538 1200

### Venue

As Required.

### Modules/Units of Competency

- RTC 3704A Prepare and Apply Chemicals
- RTC 3705A Transport, Handle and Store Chemicals
- 



Nationally Recognised Training

### 1080 Authorisation – Use and Possession

10367

### Course Description

This course will provide information to allow Departmental personnel to be authorised to use and possess registered 1080 pesticides. Successful completion of this course is a pre-requisite for authorisation to use and possess 1080 pesticides.

### Format

One-and-a-half-day training course.

### Methodology

The course is based on a series of lectures addressing the legal requirements of using 1080 pesticides, the safe and effective use of 1080 pesticides and the administrative requirements for using 1080 pesticides.

Work place assessments can be undertaken (by arrangement) to authorise participants to use particular 1080 pesticide products.

### Key Subject Areas

- Legal requirements for the use and possession of 1080.
- The safe use of 1080 including first-aid practices.
- The strategies for using 1080 pesticides to minimise the risk posed to non-target species.

- Departmental policy and procedures for using 1080 pesticides.

### **Who Should Attend?**

All Departmental personnel who are required to use and/or possess 1080 pesticides as part of their work.

This includes people using 1080 pesticides for feral animal control, people using 1080 as part of research projects and people who handle or transport 1080 pesticides.

Departmental personnel who are responsible for pest animal control operations, but may not actually use 1080 pesticides, should also attend.

### **Course Custodian**

John Asher  
Ph: (08) 9725 5951  
john.asher@dec.wa.gov.au

### **Dates**

As required.

### **Cost**

\$60.00 per person.

## **1080 Authorisation – Risk Assessment and Approval**

**I0399**

### **Course Description**

This course will allow Departmental personnel to be authorised to undertake risk assessments and to approve the use and possession by others of registered 1080 pesticides. Successful completion of this course is a requirement for authorisation to undertake risk assessments and the use and possession of 1080 pesticides.

As a pre-requisite for this course, participants must have successfully

completed the 1080 Authorisation – Use and Possession course.

### **Format**

Half-day training course. It is usual to undertake this course at the same time as the 1080 Authorisation – Use and Possession course.

### **Methodology**

This program is based on a series of lectures addressing the legal requirements for risk assessment and approval.

Participants will undertake a number of practical exercises in risk assessment and approval to attain competency.

### **Key Subject Areas**

- Legal requirements for risk assessment and approval.
- The process for risk assessment and approval.

### **Who Should Attend?**

Departmental personnel who are required to undertake risk assessments of 1080 baiting proposals and who authorise applicants to use and possess 1080 pesticides. In most instances this will be the responsibility of the District Nature Conservation Officer.

### **Course Custodian**

John Asher  
Ph: (08) 9725 5951  
Email: john.asher@dec.wa.gov.au

### **Dates**

As required.

### **Cost**

\$60 per person (inclusive with the cost of the 1080 Authorisation - Use and Possession course).

# Courses in Nature Conservation

## Botany Course

E0677

**This is a nationally recognised course delivered by an external provider**

### Course Description

This course provides participants with an introduction and hands on experience to Botany.

### Format

The course is a three-day workshop style program.

### Methodology

The program consists of theoretical presentations in Australian native flora, common families, morphology and basic skills in plant recognition.

### Key Subject Areas

- Australian native flora.
- Plant nomenclature and classification.
- Four common families of Australian native flora.
- Basic skills in plant recognition (morphology, keys, recognition by association).
- Plant morphology.

### Who Should Attend?

The Botany course is suitable for all Departmental personnel, especially those new to the organisation, and those who may be unfamiliar with botany skills.

### Course Custodian

Rick Murray  
South West College of TAFE

### Contact

DEC Training Centre, Dwellingup  
Ph: (08) 9538 1200

Fax: (08) 9538 1244

### Dates

To be advised.

### Cost

To be advised.

## Flora Management Course

I0618

### Course Description

The Flora Management Training Course is designed to provide participants with the knowledge and skills to enable them to identify and manage Declared Rare and Priority Flora, particularly in the South West Botanical Province of Western Australia.

### Format

Flora management is a live-in, five-day course.

### Methodology

The program consists of various lecture presentations, case studies, and relevant field trips. Participants are encouraged to actively participate in the questioning process throughout presentations and by completing field activities.

### Key Subject Areas

Key subject areas encompassed in this course include:

- Introduction to flora and fauna.
- Legislation.
- Survey techniques.
- Weeds.
- Plant identification.
- Ex-situ conservation and seed collection.
- Plant disease and diagnosis.
- Threatened Ecological Communities.

- Translocations
- Recovery catchments.
- Monitoring techniques.

### Who Should Attend?

The Flora Management Training Course is suited to all Departmental personnel, especially those new to the organisation.

### Course Custodian

Val English  
 A/Principal Ecologist  
 Species and Communities Branch  
 Ph: 9405 5169  
 Fax: 9306 1641  
 Email: val.english@dec.wa.gov.au

### Dates

To be confirmed, courses usually held in September.

### Cost

To be advised.

### Modules/Units of Competency

- RTD4504A Monitor Biodiversity



## Fauna Management

10376

### Course Description

The program is designed to provide participants with an appreciation of fauna management and the competence required to plan and implement operational fauna management programs.

### Format

Five-day live-in course held at Perup Forest Ecology Centre.

### Methodology

The course program is intensive and is split into field and classroom sessions. The field sessions are based on participation in fauna surveys, including trapping and spotlighting.

Participants are encouraged to question, assist each other and get as much hands-on experience as time permits. The classroom sessions are largely based on presentation with some case studies, discussion and activity. Assessment includes a pre-course assignment and a written open-book test at the conclusion of the five-day program.

### Key Subject Areas

- Our responsibilities and obligations in fauna management.
- Conservation status of WA fauna (the categories and criteria, listings and management priorities).
- Recovery Plans.
- Why is fauna under threat?
- Disturbance ecology, identification and management of threatening processes.
- Ecology and management requirements of WA fauna.
- Developing fauna management plans.
- Implementing fauna management strategies (animal ethics, fauna survey techniques, data management and translocations).
- Managing and interacting with media.
- Management of 'problem' fauna.

### Who Should Attend?

Any person who is participating, or is interested in participating, in fauna management activities. Priorities are given to Departmental personnel involved in implementing *Western*

*Shield* fauna monitoring and translocation programs.

### **Course Custodian**

Peter Orell  
Wildlife Branch, Kensington  
Ph: (08) 9334 0454  
Email: peter.orell@dec.wa.gov.au

### **Dates**

No dates have been scheduled for this course but it is usually held in late October/early November. Contact Peter Orell for further information.

### **Cost**

\$350 for Departmental personnel and volunteers, \$650 for external participants. These costs may be reviewed and subject to change.

## **Working with Venomous Snakes**

**E1254**

### **Course Description**

This practical course is designed to enable participants to become proficient in understanding snake behaviour, identifying hazardous situations and developing skills in catching and containing Australian venomous snakes.

### **Format**

Generally offered as a three-day intensive course, although a one-day abbreviated course is available.

Shorter Snake Awareness seminars are also available, but do not have a 'hands-on' component. Live venomous snakes are used in all training courses and seminars.

### **Methodology**

Combination of theory and practical.

Theoretical components enable participants to understand:

- Implications of coming into contact with venomous snakes.
- Snake biology and ecology in the relevant region of Australia.
- Importance of temperature as it affects snakes.
- Snake hazard management in the workplace.
- Importance of protective clothing as relating to OS&H.
- Current first aid and medical management for snake bite.

Practical components include:

- Developing skills in the use of purpose-made tools for catching, restraining or containing venomous snakes.
- Interpretation of snake behaviour when humans and venomous snakes interact.
- Identification of medically significant snakes in relevant region of Australia.

A certificate is issued to participants (after payment for course is received).

### **Key Subject Areas**

- Medical reasons for avoiding venomous snakes.
- Introduction to snakes.
- Snake 'handling' and health risks.
- Rules for contact with venomous snakes.
- Interpretation of snake behaviour.
- First aid for snake bites (introductory exercise).
- Identification of venomous snakes.
- Introduction to snake biology.
- Snake hazards and risk management.
- Elapid snake biology.
- Restraint of venomous snakes.
- Euthanasia of reptiles.

- Effects of snake bite first aid and medical management of snake bite.

### **Who Should Attend?**

All DEC staff working outside/in the field where there is the potential for contact with venomous snakes.

### **Course Custodian**

Geoff Coombe

Wildlife and Training Consultant:

*Living with Wildlife*

Ph: (08) 8524 7050

Fax: (08) 8524 7046

Mobile: 040 883 8034

Email: gncoombe@picknowl.com.au

Website:

www.livingwithwildlife.com.au

### **Contact**

DEC Training Centre, Dwellingup

Ph: (08) 9538 1200.

### **Dates**

As required. Courses or seminars conducted anytime depending on availability.

### **Costs**

Three day course cost (min 10, max 16 participants) is \$3500 + GST.

One-day course cost (min 10, max 16 participants) is \$1400 + GST.

Seminar cost (min 10, max 25) is \$1400 +GST.

## **Conservation of Altered Landscapes**

**E1186**

**This is a nationally recognised course delivered by an external provider.**

*Please note: This course is run on an as needs basis and generally is only held every second year.*

### **Course Description**

A five-day short course for Departmental staff involved in providing conservation advice and extension in WA.

The course aims to provide a conceptual framework for conservation in altered landscapes and mechanisms for using this in practical on-ground situations.

The course covers a range of issues for which there are no hard and fast answers, but aims to provide a better understanding of the issues and to point to potential approaches for dealing with them.

Course participants are first introduced to the ideas of ecosystem and landscape management, which are then related to concrete examples.

The particular issues facing conservation managers in the Southwest are discussed, and relevant goals and approaches are examined.

Policy issues and the importance of social processes are highlighted, and the relevance of values and perceptions discussed. Finally, effective communication is presented as an important conservation tool.

### **Methodology**

The course contains a mixture of field, lecture, workshop and practical material.

All background literature and presentation material will be provided as part of the course.

### **Format**

Five-day residential program.

### **Key Subject Areas**

- Ecosystem and landscape management issues.
- Management and restoration in practice.
- Social, biological, economic and political factors involved in landscape management and restoration.
- Interdisciplinarity.
- Models applied in landscape management.
- Effective communication.

### **Who Should Attend?**

Any staff member who has a role in or seeks to understand more about landscape management in altered landscapes.

### **Course Custodian**

Professor Richard Hobbs  
Murdoch University

### **Contact**

Peter Hill  
Learning Programs Consultant  
DEC Training Centre, Dwellingup  
Ph: (08) 9538 1200  
Email: peter.hill@dec.wa.gov.au

### **Dates**

To be advised.

### **Cost**

\$800 per person.

## ***Phytophthora cinnamomi* Disease Management Course**

**10604**

### **Course Description**

Participants will learn the history and biology of the highly destructive introduced plant pathogen and how to plan for, manage and monitor outcomes for the protection of biological diversity in the vulnerable

zones of the south west of Western Australia.

### **Format**

Two-day workshop.

### **Methodology**

The workshop involves presentations, discussions, field inspections, assessments and the preparation by participants of a management plan for a vulnerable area.

### **Key Subject Areas**

- The pathogen;
- Its biology;
- Epidemiology;
- Impacts on biological diversity;
- The assessment of disease risk and management planning, and;
- Implementation processes.

### **Who Should Attend?**

All staff involved with land management activities within the zone that extends from Mt Lesueur to Esperance.

### **Course Custodian**

Kevin Vear, Kensington.  
Ph: (08) 9474 7044  
Email: kevin.vear@dec.wa.gov.au

### **Dates**

July (often held in conjunction with Graduate Recruit Training Program) or on demand, with a minimum of eight participants required.

### **Venue**

DEC Training Centre, Dwellingup. Elsewhere in Western Australia if a pre-course payment for eight or more participants is received.

### **Cost**

\$250 per participant which includes a copy of the Manual of Management Guidelines, information booklets and course notes.

## Modules/Units of Competency

- RTC3404A Control plant pests, diseases and disorders



Training Accreditation Council  
WESTERN AUSTRALIA

Nationally Recognised Training

## Introduction to the detection, diagnosis and mapping of disease in native plants caused by *Phytophthora cinnamomi*

I0611

### Course Description

This course is designed as an introduction to knowledge, skills and techniques required for detecting, interpreting symptoms and mapping of disease caused by the plant pathogen *Phytophthora cinnamomi*. Successful participants in this course will be able to effectively assist experienced Interpreters to interpret disease presence or absence in a range of vegetation types.

It is the first step in attaining accreditation as a qualified Disease Hygiene Officer for working on land managed by DEC.

### Format

A three-day theory and practical course. Approximately 60 per cent of the course is conducted in the field.

### Methodology

The program consists of class lectures and field excursions. Experienced Disease Hygiene Officers will conduct the lectures and take candidates to *Phytophthora* sites of interest. Written assessment will be done after lecture sessions.

Practical exercises will be assessed in the field.

### Key Subject Areas

- *Phytophthora cinnamomi* biology, symptomology.
- Interpretation methods and equipment.
- Demarcation and mapping.

### Who Should Attend?

People who wish to attain qualifications as a Departmental Disease Hygiene Officer, or others who need an introductory understanding of the Pc Interpretation process.

### Course Custodian

Greg Strelein

Ph: (08) 9725 5922

Email: greg.strelein@dec.wa.gov.au

### Dates

No dates have been scheduled. Courses will be conducted on request (minimum of six people required).

### Cost

\$600 per person (internal DEC cost).

Price on application for external applicants.

## *Phytophthora cinnamomi*: Hygiene Course for Local Government Authorities

I0614

### Course Description

This is a program tailored to the need of local government and the circumstances in which their work crews generally operate.

Participants will learn the history and biology of the highly destructive introduced pathogen of Western

Australia's native plants. As an operator of vehicles and machinery; participants also will learn how they help protect native plants and animals in the vulnerable zones of the south west of Western Australia.

#### **Format**

This course is delivered in three-hour workshop.

#### **Methodology**

The workshop involves presentations, discussions, action learning and assessments.

#### **Key Subject Areas**

- the pathogen;
- its biology;
- impact on biological diversity, and;
- actions required by field operators to protect native plants and animals, including effective vehicle and machinery cleaning.

#### **Who Should Attend?**

All local government staff and contractors who operate vehicles and machines adjacent to bushland or roadside vegetation within the zone that extends from Eneabba to Esperance.

#### **Course Custodian**

Kevin Vear, Kensington  
Ph: (08) 9474 7044  
Email: kevin.vear@dec.wa.gov.au

#### **Dates**

To be determined.

#### **Venue**

Anywhere in Western Australia if a pre-course payment for eight or more participants is received.

#### **Cost**

\$50 per participant includes a copy of *Managing Phytophthora Dieback – Guidelines for Local Government*,

information booklets and course notes. For remote locations facilitator travel expenses may need to be recouped.

### ***Phytophthora cinnamomi* Field Operators Course**

**10609**

#### **Course Description**

Participants will learn the history and biology of the highly destructive introduced pathogen of Western Australia's native plants and as an operator of vehicles and machines how you can help protect native plants and animals in the vulnerable zones of the south west of Western Australia.

#### **Format**

This course is delivered in a two-hour workshop.

#### **Methodology**

The workshop involves presentations, discussions and assessments.

#### **Key Subject Areas**

- the pathogen;
- its biology;
- impact on biological diversity; and
- actions required by field operators to protect native plants and animals.

#### **Who Should Attend?**

All staff and contractors who operate vehicles and machinery in native vegetation within the zone that extends from Eneabba to Esperance.

#### **Contact**

Kevin Vear  
Ph: (08) 9474 7044  
Email: kevin.vear@dec.wa.gov.au

**Course Custodian**

Kevin Vear, Kensington;  
Bill Towie, FPC

**Dates**

To be determined.

**Venue**

Anywhere in Western Australia if a pre-course payment for eight or more participants is received.

**Cost**

\$50 per participant includes a copy of the Manual of Management Guidelines, information booklets and course notes.

For remote locations, facilitator travel expenses may need to be recouped.

**Wetland Management****E1231**

**This is a nationally recognised course delivered by an external provider.**

*Please note: This course is run on an as needs basis and generally is only held every second year.*

**Course Description**

This course aims to provide practical experience in wetland management, monitoring and assessment based on sound ecological theory.

**Format**

The course contains a mixture of lecture, workshop and practical material. All background literature and presentation material will be provided as part of the course.

**Methodology**

This course consists of a series of lectures, field work and laboratory work. To optimise comprehension,

absorption and relevance of new concepts in all lectures, each module is split up into four components:

- 30 minutes of lecture presentations.
- five minutes of relevance to fieldwork and management followed by setting questions for consideration.
- 10 minutes of individual review of material presented in relation to questions and personal relevance to their work within the Department.
- 10-minute and answering queries.

The practical component of the course is designed to make participants conversant with the procedures and knowledge required for wetland assessment and management.

It includes aspects of planning, scientific method, information gathering, field procedures, equipment use, laboratory techniques, statistics, analysis of data, critical evaluation and interpretation, management strategies and report writing.

**Key Subject Areas**

- Aspects of wetland ecology (biological, chemical and physical).
- Sampling techniques.
- Biological survey and species identification.
- Laboratory techniques.
- Wetland analysis based on measurements.
- Wetland management techniques and monitoring.
- Scientific report writing.

**Who Should Attend?**

This course is suitable for all Departmental staff expecting to carry out projects involving wetland management.

### **Course Custodian**

The course will be jointly coordinated by Associate Professor Jenny Davis and Dr Jane Chambers.

They will be responsible for the preparation of course materials and will run both the theoretical and practical components of the course. Input from Departmental staff is also anticipated particularly with regard to field sampling and management issues.

### **Contact**

Peter Hill  
Learning Programs Consultant  
DEC Training Centre, Dwellingup  
Ph: (08) 9538 1200  
Email: peter.hill@dec.wa.gov.au

### **Dates**

To be advised. This course is run on an as needs basis and generally is only held every second year.

### **Cost**

To be advised.

## **Rangeland Management**

**E1247**

**This is a nationally recognised course delivered by an external provider.**

*Please note: This course is currently being developed. Delivery is to be advised.*

### **Key Subject Areas**

Topics to be covered in this course will include:

- Ecological characteristics of rangelands.
- Impacts of grazing animals.
- Range management principles and concepts.
- Management implications
- Rangeland assessment and monitoring.

### **Contact**

Peter Hill  
Learning Programs Consultant  
DEC Training Centre, Dwellingup  
Ph: (08) 9538 1200  
Email: peter.hill@dec.wa.gov.au

## **Managing Weeds in Bushland**

**10688**

### **Course Description**

This course is developed in order to provide participants with the skills and knowledge required to successfully develop and implement a weed management strategy.

### **Format**

This is a live-in four-and-a-half-day course which will be held in Busselton in 2007.

### **Methodology**

Delivery of this course involves lecture-style presentations, group activities, practical exercises and field excursions. Theory and practical assessments will be undertaken by participants throughout the week.

### **Key Subject Areas**

The following topics will be addressed:

- Environmental weed identification.
- Weed management.
- Mapping and the distribution of weeds.
- Herbicide use and application in bushland.
- Monitoring control methods.

### **Who Should Attend?**

Departmental staff undertaking nature conservation roles or who are otherwise involved in weed management duties.

**Course Custodian**

Kate Brown  
Bushland Management Advisor  
(Urban Nature)  
Ph: (08) 9423 2905  
Email: kate.brown@dec.wa.gov.au

**Contact**

Jessica Mann  
Learning and Development Officer  
DEC Training Centre, Dwellingup  
Ph: (08) 9538 1200  
Email: jessica.mann@dec.wa.gov.au

**Dates**

12-16 November 2007.

**Cost**

To be advised.

**Modules/Units of Competency**

- RTC3401A Control Weeds
- RTC Produce Maps for Land Management Purposes



Training Accreditation Council  
REGISTERED AUSTRALIA

Nationally Recognised Training

# Courses in Marine Qualifications

## Open Water Diver

E0895

**This is a nationally recognised course delivered by an external provider.**

### Course Description

This course is intended for Departmental personnel who are required to use compressed air in underwater operations. Participants must have a current medical clearance and provide their own diving equipment including scuba.

### Format

This is a five-day course with half of the time spent covering theory, and the remaining time is spent in either an aquatic centre or open water.

### Methodology

This course emphasises safe diving practices in all facets of basic dive training. Including scuba hardware, diving physics, environmental factors and emergency response.

### Key Subject Areas

- Watermanship Assessment.
- Buoyancy.
- Absolute Pressures.
- Equalisation.
- Diving Equipment.
- Environmental Factors.
- Beach and Boat Diving.
- Emergency Responses and Compressed Air Diving Activities.

### Who Should Attend?

Departmental personnel who will be required to undertake compressed air activities at depth.

### Prerequisites

- Current medical clearance.

### Course Custodian

Alan Byrne

A/ District Manager, West Kimberley

Ph: (08) 9195 5500

Email: alan.byrne@dec.wa.gov.au

### Dates

As required.

### Cost

N/A.

## Rescue Diver

E0893

**This is a nationally recognised course delivered by an external provider.**

### Course Description

This course is intended for all Departmental personnel involved in under water operations using compressed air, or those likely to be involved in diver rescue in coastal areas. Prerequisites for this course are to have a current first aid certificate listed on the Department's diver registration and have current medical clearance.

### Format

This is a four-day course with one-and-a-half days dedicated to theory and the remainder spent with in-water activities.

### Methodology

This course emphasises role-playing scenarios that include a wide range of diving maladies from tired diver to the management of unconscious divers at depth.

### Key Subject Areas

- oxygen administration during CPR;
- tired diver;
- panicked diver;
- unconscious on the surface/below surface diver;
- out of air situations;
- cramped diver;
- injured diver; and
- entangled diver.

### Who Should Attend?

Certified open water divers who are required to operate as Category B divers on the Department's dive register.

### Prerequisites

- Current First Aid Certificate.
- Listed on the Department's diver registration.
- Current Medical Clearance.

### Course Custodian

Alan Byrne  
A/ District Manager West Kimberley  
Ph: (08) 9195 5500  
Email: alan.byrne@dec.wa.gov.au

### Dates

As required.

### Cost

N/A.

## Coxswain Certificate

E0075

**This is a nationally recognised course delivered by an external provider.**

### Course Description

This certificate entitles anyone over the age of 18 to be the Master and Engineer aboard a vessel less than 10m in length for onshore operations

(within 15 nautical miles) and partially smooth waters.

### Requirements

- Eyesight test and medical declaration valid for two years.
- 360 days recreational sea service supported by an independent statutory declaration or 270 days commercial sea service logged in a sea service booklet and signed by the skipper or owner of the vessel (six months of the total service shall be within the last five years).
- Completion of the modules: Marine Operator's Certificate of Proficiency, Elements of Shipboard Safety and Current Senior First Aid.
- Have completed an approved training program that satisfies the competencies set out in the NSCV.
- Oral examination

### Methodology

This course is available via external study mode at the Maritime Campus, Challenger TAFE Fremantle.

### Key Subject Areas

- Marine Radio Operations;
- Shipboard safety;
- Nautical knowledge;
- Marine Engineers, and
- Senior First Aid.

### Who Should Attend?

All Departmental officers who are required to operate vessels less than 10m in length at a range of no greater than 15 nautical miles from safe port.

### Contact

Jessica Mann  
Learning and Development Officer  
DEC Training Centre, Dwellingup  
Ph: (08) 9538 1200  
Email:jessica.mann@dec.wa.gov.au

More information is available from the Challenger TAFE website at [www.challengertafe.wa.edu.au](http://www.challengertafe.wa.edu.au).

**Dates**

As required.

**Cost**

To be advised.

**Small Vessel Handling - Proficiency**

**E0079**

**This is a nationally recognised course delivered by an external provider.**

**Course Description**

The aim of this course is to teach the skills and knowledge to operate small vessels, less than 8m, safely and efficiently on closed and open waters not exceeding five nautical miles off shore.

**Format**

Five-day course covers the theory of safe boating operations, with emphasis on practical boat handling operations.

**Methodology**

Participants will be given every opportunity to demonstrate safe boating activities under the supervision of qualified instructors. The course covers all the competencies of the internationally endorsed TL-3 course.

**Key Subject Areas**

- skipper's responsibilities;
- rules and regulations;
- safety equipment;
- navigation (basic);
- weather (boating information);
- structure and maintenance;

- radio (Log On/Log Off); and
- boat handling skills (practical).

**Who Should Attend?**

All Departmental personnel who are required to operate small craft in closed/open waters.

**Contact**

Jessica Mann  
Learning and Development Officer  
DEC Training Centre, Dwellingup  
Ph: (08) 9538 1200  
Email:[jessica.mann@dec.wa.gov.au](mailto:jessica.mann@dec.wa.gov.au)

**Dates**

As required.

**Cost**

N/A.

# Courses in Fire Management

## 2007 Training Calendar Dates

The dates published here are correct as of April 2007. However participants interested in attending courses should confirm that these dates are correct when nominating to do the courses. Fire Management Services (FMS) will publish the latest calendar of its training on its website as course dates change.

## Explanation of Fire Management Services Training and Assessment Systems

FMS runs a series of training modules for skills relating to fire management. Where the learning leads to the completion of a nationally recognised award (Unit/s of Competence and/or Short Courses) this is indicated. Modules, however, do not carry national recognition.

The units and qualifications drawn upon in FMS are predominantly drawn from the Public Safety Training Package (PSTP), but other training packages are also accessed.

In the future prerequisites for training courses will be based on units wherever applicable. In the meantime completion of the relevant training module and evidence of appropriate experience will be accepted.

Training is based on the requirements for each role in fire fighting.

There will be opportunity for firefighters to receive national recognition for their skills and to be awarded qualifications even if they have not attended a fire fighting training course. Their skills or

competencies can be assessed in their workplace, simply by observing that they perform the work as required by the Unit of Competency performance criteria.

There are a number of courses within the FMS training system that do not have any national qualification associated with them, for example Resources Unit Management. Most of these courses relate to AIIMS roles. Recognition is presently restricted to DEC, but may be extended when and if national standards are developed for these roles.

A change in terminology has occurred in that AIIMS (Australasian Inter-service Incident Management System) has replaced ICS (Incident Control System). This occurred with the publication of the third edition of the AIIMS manual in 2005.

## Advanced Incident Leadership Program

10680

### Description

The focus of the program is improving leadership, decision making and team management skills at senior levels in an emergency environment.

### Expected Outcomes

Upon completion of this course, participants will be able to:

- identify and address or resolve the political, social and community issues that must be dealt with given a Level 3 incident;

- understand emotional intelligence and the normal social emotional competencies of leading and following;
- understand sense making and its failure in crisis situations;
- develop understanding of the nature of decision making in critical and emergency events;
- recognise the processes of decision making and to be able to select appropriate decision making strategies in critical and emergency events;
- understand and encourage behaviours that positively influence and avoid behaviours that negatively influence effective team development and performance;
- better manage the human aspects of communication in a high develop a greater understanding of the different styles of communication;
- understand the risk management process in relation to emergency management;
- develop risk management plans for emergency incidents.
- explore the role of leadership during the transfer of control during emergency incident management;
- develop strategies for incorporating intra and interpersonal factors into crisis management; and
- develop skills to recognise and avoid over-commitment to inappropriate or failing objectives and strategies.

#### **Format**

Three month self paced reading program and five-and-a-half-day residential course.

#### **Methodology**

This course is based on pre-course theoretical learning, case study

exercises, presentations and execution of team tasks.

#### **Key Subject Areas**

- The context and environment of major incidents.
- Values, principles and beliefs.
- Decision making.
- Team development and support.
- Communicating in a high stress environment.
- Emergency risk management.
- Leadership in emergency situations.
- Managing the transfer of control and emergency incidents.
- Managing the escalation of commitment.

#### **Who Should Attend?**

Incident management team members required to work at Level 3 incidents.

**Prerequisites** (the following training and experience or acceptable equivalent):

- Incident Controller, Planning Officer, or Operations Officer.
- Extensive fire or other incident experience at a senior level.

#### **Course Custodian**

David Rawet  
Fire Management Services, Bunbury.  
Ph: 08 9725 5937  
Fax: 08 9725 4900  
Email: david.rawet@dec.wa.gov.au

#### **Locations and Dates**

21–15 October 2007. Geographe Bayview Resort, Busselton (subject to confirmation).

#### **Cost**

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

## Fireline Leadership Program

### Description

The focus of the program is improving leadership, decision making and team management skills in an emergency environment.

### Expected Outcomes

Upon completion of this course, participants will be able to:

- select and apply one of a range of leadership styles according to the situation;
- apply appropriate communication techniques in interpersonal interactions;
- apply team building and problem solving techniques;
- detect and mitigate decision errors; and
- manage stress and other human factors.

### Format

Five-day residential.

### Methodology

This course uses theoretical learning, case study exercises and scenarios. There is one pre-course text.

### Key Subject Areas

- Foundations of leadership.
- Composition of a leader.
- Leadership principles.
- Leadership responsibilities.
- Situational leadership.
- Human error.
- Teambuilding.
- Training.
- Debriefing.
- Stress.
- Fear.
- Expectations and behaviour.
- Performance feedback and accountability.
- Feedback and communications tools.

- Critical or traumatic stress.
- Professional ethics.
- Resolving conflict.

### Who Should Attend?

Personnel who hold or are in training to hold supervisory positions at incidents.

**Prerequisites** (the following training and experience or acceptable equivalent):

- Eligible for consideration for Sector Commander or higher AIMS position.

### Course Custodian

David Rawet

Fire Management Services, Bunbury.

Ph: 08 9725 5937

Fax: 08 9725 4900

Email: david.rawet@dec.wa.gov.au

### Locations and Dates

- 21–25 May
- 28 May–1 June
- 11–15 June
- 18–22 June
- 13–17 August
- 20–24 August
- 3–7 September
- 10–14 September

Two courses may also be run across consecutive weekends during May/June and August/September. Venues are subject to confirmation.

### Cost:

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

## Major Incident Management

*Note: This course is under development for 2007 delivery.*

### **Description**

The purpose of this module is to provide the participant with the knowledge and skills to manage Level 3 incidents as Incident Controller.

### **Expected Outcomes**

Upon satisfactory completion of this course, participants will be able to:

- describe the legal, political, social and community framework within which incident management operates;
- demonstrate the application of management systems to Level 3 incidents;
- demonstrate the application of risk management principles to incident management;
- describe and demonstrate effective communication strategies within an incident context;
- describe effective management strategies for occupation health, safety and welfare at Level 3 incidents; and
- describe and demonstrate compliance with financial management requirements at Level 3 incidents.

### **Format**

Five-day course.

### **Methodology**

This course is based on theoretical presentation, practical demonstration and exercises.

### **Key Subject Areas**

The course consists of Module 6.02 which covers:

- The legal, political, social and community framework within which ICs operate.
- Roles and responsibilities of the Incident Controller and the Incident Management Team.
- Incident Management Systems
- Managing demobilisation and recovery.

- Delegation and coordination Managing OH&S, EEO and industrial issues.
- Incident Management Risk Management.
- Community risk management.
- Emergencies and community responses.
- The skills for communicating during a crisis.
- Management of operational communications.
- Media communications.
- Health and safety obligations and responsibilities.
- Stress in incident management
- Critical incident stress.
- Financial management and accountability.

### **Who Should Attend?**

Persons required to perform the Incident Controller role at Level 3 incidents.

**Prerequisites** (the following training and experience or acceptable equivalent):

- Incident Planning course,
- Accreditation as Level 2 Incident Controller

### **Course Custodian**

David Rawet  
Fire Management Services, Bunbury.  
Ph: 08 9725 5937  
Fax: 08 9725 4900  
Email: david.rawet@dec.wa.gov.au

### **Locations and Dates**

24–28 September 2007. Venue to be confirmed.

### **Cost**

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

## Recognition

Completion of the course will provide DEC recognition for Module 6.02 Major Incident Management.

## Modules/Units of Competency

Demonstration of competence (post-course) will provide the following:

- PUAOPE006A Control multi-agency emergency situations



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## Incident Planning

10123

### Description

The purpose of this module is to provide the participant with the knowledge and skills to manage the planning functions at an incident.

### Expected Outcomes

Upon satisfactory completion of this course, participants will be able to:

- identify and evaluate data for a given scenario on incident status and possible incident development;
- prepare written and visual summaries for a given scenario;
- describe and demonstrate the procedures for preparing information display boards and supervise the presentation and maintenance of information;
- conduct, for a given scenario, an incident analysis and develop a control objective, strategies, and tactics for the incident;
- detail and demonstrate the procedures for preparing incident control plans;

- describe and, for a given scenario, demonstrate the procedures for managing the safety and performance of all personnel;
- determine priorities in the resourcing of a range of incidents;
- detail and for a given scenario, demonstrate the procedures for managing changeovers and transfer of control; and
- describe the requirements and process for the conduct of an operational analysis.

### Format

Five-day course.

### Methodology

This course is based on theoretical presentation, practical demonstration and exercises.

### Key Subject Areas

The course consists of Module 5.02 which covers.

- Agency standards for incident.
- Control planning.
- Material and equipment.
- Staffing and managing subordinate functions.
- Use of technology in information collection.
- Debriefing skills.
- Advanced objective and strategy.
- Development (incident analysis).
- Mapping techniques.
- Visual presentation techniques.
- Agency standards for reporting.
- Practical exercises.
- Advanced incident prediction.
- Standard operating procedures.

### Who Should Attend?

District, Regional and Departmental Duty Officers, persons wanting to perform the Planning Officer role at Level 2 or 3 incidents.

**Prerequisites** (the following training and experience or acceptable equivalent):

- Situation Unit Management course,
- Fire Weather course,
- Introduction to AIMS,
- Module 2.28 – Wildfire Behaviour 2,
- Module 2.29, Wildfire Suppression 2,
- Module 3.18 Wildfire Suppression 3.
- Moderate to extensive experience as Sector Commander.

**Course Custodian**

David Rawet  
Fire Management Services, Bunbury.  
Ph: 08 9725 5937  
Fax: 08 9725 4900  
Email: david.rawet@dec.wa.gov.au

**Locations and Dates**

23–27 July 2007. Venue to be confirmed.

**Cost**

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

**Recognition**

Completion of the course will provide DEC recognition for Module 5.02 Incident Planning.

**Modules/Units of competency**

Demonstration of competence (post-course) will provide the following:

- PUAFIR502A Develop Incident Control Strategies



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## Logistics Management

10135

**Description**

The purpose of this module is to provide the participant with the knowledge and skills to manage the logistical arrangements at an incident.

**Expected Outcomes**

Upon satisfactory completion of this course, participants will be able to:

- identify the role and describe the functions and management structure of the logistics section;
- describe the interaction of the logistics section with other management sections, external organisations and suppliers at an incident;
- describe and demonstrate the establishment of a logistics section at an incident;
- describe and demonstrate, for a given scenario, the management of a logistics section;
- manage, for a given scenario, the development of plans for the implementation of logistics functions; and
- describe and demonstrate, for a given scenario, the procedures for the changeover and demobilisation of the logistics section.

**Format**

Five-day course.

**Methodology**

This course is based on theoretical presentation, practical demonstration and exercises.

**Key Subject Areas**

The course consists of Module 5.03 which covers:

- The logistics function.

- Structure of the logistics section.
- Interaction with other incident control section and external organisations.
- Establishment of logistics.
- Management of subordinate functions.
- Welfare.
- Procurement and delivery of materials and supplies.
- Facilities.
- Financial arrangements.
- Communications systems.
- Development of plans for logistics.
- Assessment and prediction of logistical requirements.
- Changeover and demobilisation.

#### **Who Should Attend?**

Persons wanting to perform the Logistics Officer role at Level 2 or 3 incidents.

**Prerequisites** (the following training and experience or acceptable equivalent):

- Introduction to AIIMS.
- Moderate experience in fire or logistics section roles.

#### **Course Custodian**

David Rawet  
 Fire Management Services, Bunbury.  
 Ph: 08 9725 5937  
 Fax: 08 9725 4900  
 Email: david.rawet@dec.wa.gov.au

#### **Locations and Dates**

This course is not scheduled for 2007.

#### **Cost**

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

#### **Recognition**

Completion of the course will provide DEC recognition for Module 5.03 Logistics Management.

## **Operational Management**

**10122**

#### **Description**

The purpose of this module is to provide the participant with the knowledge and skills to be able to manage the operational aspects of an incident.

#### **Expected Outcomes**

Upon satisfactory completion of this course, participants will be able to:

- describe the process of appreciation of an incident, and, for a given scenario, establish objectives for its control;
- describe and demonstrate the process for developing an operational control structure at a range of incidents;
- explain the process for developing the objectives, strategies and tactics to meet the operational management requirements and, for a given incident, apply this process and select the most appropriate and cost effective strategy;
- describe the process for communicating an objective and strategies to operational personnel, management and external stakeholders and apply these procedures to a given scenario;
- describe and demonstrate the supervision of operational personnel at a range of incidents;
- describe and demonstrate the establishing and maintaining of an operational communications system and network;

- describe and demonstrate the process for reviewing the allocation of resources at a range of incidents;
- describe and demonstrate the procedures for changeovers and transfer of control at a range of incidents;
- describe and demonstrate incident record management at a range of incidents; and
- describe and demonstrate the securing of an incident site and the redeployment of resources.

### Format

Five-day course.

### Methodology

This course is based on theoretical presentation, practical demonstration and exercises.

### Key Subject Areas

The course consists of Module 4.03 which covers:

- Agency policy.
- Agency standards for incident analysis, reporting and documentation.
- Communication procedures.
- Formulating control objectives and strategies.
- Resource capability.
- Management of subordinate personnel.

### Who Should Attend?

Persons wanting to perform the Operations Officer role at Level 2 or 3 incidents.

**Prerequisites** (the following training and experience or acceptable equivalent):

- Fire Operations 1.
- Introduction to AIIMS.
- Fire Weather.
- Moderate experience as a Sector Commander.

### Course Custodian

Ross Mead  
Fire Management Services,  
Kensington.  
Ph: 9334 0336  
Fax: 9367 9913  
Email: ross.mead@dec.wa.gov.au

### Locations and Dates

6–10 August 2007. Venue to be confirmed.

### Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

### Recognition

Completion of the course will provide DEC recognition for Module 4.03 Operational Management.

### Modules/Units of competency

Demonstration of competence (post-course) will provide the following:

- PUAOPE 007A Command agency personnel within a multi-agency emergency response



## AIIMS (Australasian Inter-Service Incident Management System)

### Description

This course provides participants with working knowledge about AIIMS as used by the Department and other emergency response organisations

within the state. The module covers the philosophy, structure and processes of the system.

This course supersedes the previous Module 4.04 Introduction to ICS. The term ICS has been replaced by AIIMS.

### **Expected Outcomes**

On successful completion of this course, participants will be able to:

- explain the purpose of AIIMS and its relationship to national, state, organisational and local emergency management arrangements;
- explain the intended system outcomes, key features, and benefits when applied to incident management;
- explain the key system concepts of AIIMS;
- describe the scope of the incident control function;
- explain the scope of the planning, operations and logistics functions;
- identify the purpose and key features of an Incident Action Plan, and the factors considered in its development;
- outline the essential information exchanges that should occur between incident personnel; and
- outline the features of an effective changeover of personnel and equipment.

### **Format**

Two-day course.

### **Methodology**

The program is based on presentation, case study and group activity. Activities provide participants with an opportunity to develop skills in practical application of the knowledge provided.

### **Key Subject Areas**

The course consists of 21588VIC – Course in Australasian Inter-service Incident Management System (AIIMS). It provides knowledge of AIIMS as used by DEC and other interacting agencies. It also identifies appropriate liaison arrangements. Implementation of relevant State Emergency Plans and associated legislation relating to incident management is also covered.

### **Who Should Attend?**

Any personnel who may be required to manage or participate in the management or support of emergency operations. This applies to all types of emergencies which may be encountered by personnel working for this Department, not just fire.

### **Prerequisites**

No prerequisites required.

### **Course Custodian**

David Rawet

Fire Management Services, Bunbury.

Ph: 08 9725 5937

Fax: 08 9725 4900

Email: david.rawet@dec.wa.gov.au

### **Locations and Dates**

- 26–27 February 2007  
Dwellingup Graduate Recruit program.
- 19–20 April 2007. Venue to be confirmed.
- 1–2 August 2007. Venue to be confirmed.

### **Cost**

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

## Modules/Units of competency

- 21588VIC – Course in Australasian Inter-service Incident Management System (AIIMS)



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## AIIMS Awareness

### Description

The purpose of this course is to give participants an overview of AIIMS and how it operates.

### Expected Outcomes

On successful completion of this course, participants will have:

- an overview of the principles and processes underpinning AIIMS
- Awareness of how AIIMS is applied in an operational context.

### Format

A half-day course.

### Methodology

The program is based on presentation and group activity.

### Key Subject Areas

The course consists of DEC Module 1.27 AIIMS Awareness. It provides an overview of AIIMS as used by DEC and other interacting agencies.

### Who Should Attend?

Any personnel who are involved in emergency operations and not required to undertake the Introduction to AIIMS course. This includes fire fighting and support personnel. This applies to all types of emergencies which may be encountered by personnel working for this Department, not just fire.

## Prerequisites

No prerequisites required.

## Course Custodian

David Rawet  
Fire Management Services, Bunbury.  
Ph: 08 9725 5937  
Fax: 08 9725 4900  
Email: david.rawet@dec.wa.gov.au

## Locations and Dates

This program will be run on an as needs basis.

## Cost

Cost centres to cover participant costs. Fire Management Services will cover their own costs where they are involved.

## Recognition

Completion of the course will provide DEC recognition for Module 1.27 AIIMS Awareness.

## Prescribed Burning 1

10138

### Description

The purpose of this course is to give participants the requisite knowledge and skill to prepare a written burn prescription and conduct a simple prescribed burn.

### Expected Outcomes

On successful completion of this course, participants will be able to:

- identify and describe the agency's/Department's policy for prescribed burns;
- identify and describe the range of desired conditions and fire behaviours in prescribed burning and the factors which affect their attainment;

- demonstrate the planning of a simple low intensity prescribed burn for a given area; and
- demonstrate the procedures for the conduct of a simple prescribed burn under supervision.

#### **Format**

Distance learning plus compulsory attendance at class contact days.

#### **Methodology**

The delivery of this module is a combination of remote learning, in class exercises, a take-home assignment and a review that is completed by the participants mentor.

#### **Key Subject Areas**

This course consists of Module 3.17 Prescribed Burning 1. The purpose of this module is to give fire managers the requisite knowledge and skills to make an informed decision on when and how to conduct a prescribed burn in a planned and safe manner.

Subjects covered include considerations for prescribed burning, lighting and controlling a prescribed burn, prescribed burning in forest fuels, grassland fuels, mallee-heath fuels and spinifex fuels.

#### **Who Should Attend?**

Field staff and crew leaders who may be required to prescribe for and manage a prescribed burn.

**Prerequisites** (the following training and experience or acceptable equivalent):

- Fire Operations 1
- Participants should have a minimum two years' experience of fire behaviour and suppression techniques.

#### **Course Custodian**

Ross Mead  
Fire Management Services,  
Kensington.  
Ph: 9334 0336  
Fax: 9367 9913  
Email: ross.mead@dec.wa.gov.au

#### **Locations and Dates**

General program will commence 7 May 2007. Class contact days will occur in the week of 17–21 September 2007. Participants will be required to attend for two days (17–18 September or 20–21 September). Kimberley program is 14–18 May.

#### **Cost**

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

#### **Recognition**

Completion of the course will provide DEC recognition for Module 3.17 Prescribed Burning 1.

#### **Modules/Units of competency**

Demonstration of competence (post-course) will provide the following:

- PUAFIR406A Develop prescribed burning plans
- PUAFIR407A Conduct prescribed burning



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## Fire Operations 1

10379

### Description

The course is designed to provide participants with the skills and knowledge to manage a small fire incident as 'First Arriving Officer', or to command a Sector or Division in a large fire incident.

### Expected Outcomes

On successful completion of this course, participants will be able to:

- establish incident communications;
- select resources for use at the fire;
- combat the fire;
- set up an appropriate control structure;
- establish and supervise operational procedures;
- conduct ancillary operations;
- provide accurate information and reports;
- demonstrate the practical application of hand crews, machines and aircraft at fires;
- apply a systematic approach to fire control, strategy development, resourcing and deployment; and
- supervise crews machines and aircraft.

### Format

Five-day course.

### Methodology

The program is based on presentation, case study, discussion and activity, drawing heavily on the experience of the participants and presenters. Activities will provide opportunity for development of skills in strategic thinking and in the use of various fire suppression models and guides.

### Key Subject Areas

The course consists of two modules:

3.04 – Fire and Incident Operations which primarily deals with management of an incident including supervision, resourcing, information flow and support structures required.

3.18 – Wildfire Suppression 3. This unit deals with development of objectives, strategies and tactics in fire suppression. Also identification of type, number and practical application of various resources and their management.

### Who Should Attend?

Experienced crew leaders and staff who may be required to be 'First Arriving Officer', Operations Officer a level 1 fire or Sector/Divisional Commanders at a level 2 or 3 fire.

**Prerequisites** (the following training and experience or acceptable equivalent):

- Level 2 Fire Fighter.
- Participants should have a minimum two years' experience of fire behaviour and suppression techniques.

### Course Custodian

Ross Mead  
Fire Management Services,  
Kensington.  
Ph: 9334 0336  
Fax: 9367 9913  
Email: ross.mead@dec.wa.gov.au

### Locations and Dates

23–27 July 2007, venue to be announced.

### Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

## Recognition

Completion of the course will provide DEC recognition for Module 3.04 Fire and Incident Operations and Module 3.18 Wildfire Suppression 3.

## Modules/Units of competency

Demonstration of competence (post-course) will provide the following:

- PUAOPE001A Supervise response



## Basic Fire Awareness

10137

### Description

The course provides participants with basic information on wildfire behaviour, suppression techniques, personal safety in a fire situation and fire management terminology.

This course does not qualify the participant as a wildfire fighter. It is primarily designed for people working at or near an area that may be affected by a wildfire.

### Expected Outcomes

- upon satisfactory completion of this course, participants will be able to;
- identify the essential elements required for a wildfire to burn and how these elements relate to fire extinguishment;
- identify the basic factors that affect wildfire behaviour;
- describe the structure and types of wildfire;
- identify basic wildfire suppression strategies and tactics;

- identify the common risks of wildfire as a workplace and the precautions to be taken to reduce these risks;
- identify the range of options, and their limitations, available to protect personnel from the hazards of an approaching fire; and
- Explain how fireground personnel are organised and communicate with one another.

### Format

One day (approximately six hours).

### Methodology

This course is based on theoretical presentation, practical demonstration and practical drills.

### Key Subject Areas

The Course in Basic Wildfire Awareness covers:

- how materials burn;
- the major factors which affect fire behaviour;
- the development of a wildfire;
- basic fire suppression strategies and tactics;
- hazards of fire fighting and precautions to be taken; and
- fire communications and organisation.

The course is nationally accredited.

### Who Should Attend?

Any personnel who may be working at or near an area which may be affected by a wildfire, or are supporting fire fighting operations. It provides people with a basic understanding of fire and fire management practices and terminology.

### Prerequisites

No prerequisites required.

### Course Custodian

Alex Moylett,

Fire Management Services, Bunbury.  
Ph: 9725 5933  
Fax: 9725 4900  
Email: alex.moylett@dec.wa.gov.au

### Locations and Dates

30–31 October 2007 (Bush Rangers, Dwellingup).  
As required at a District or Regional location.

### Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

### Modules/Units of competency

Completion of the course will provide the following:

- 21587VIC – Course in Basic Wildfire Awareness



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## Basic Fire Fighter

10092

### Description

This course provides participants with basic knowledge of fire behaviour and suppression techniques. It also covers personal safety and protection during fire management activities.

### Expected Outcomes

On successful completion of this course, participants will be able to:

- explain and don appropriate protective clothing, head, eye, ear and footwear for fire

suppression and management operations;

- describe and demonstrate the types and method of operation of vehicle protection and safety equipment;
- describe heat induced illness including its prevention, symptoms and treatment and describe survival techniques when trapped by fire;
- describe how materials burn;
- identify the three basic factors which affect fire behaviour and describe the general effects of each;
- describe the development of wildfires;
- demonstrate and describe the use of water, foam and other extinguishing agents in fire fighting;
- demonstrate and describe the use of fire fighting equipment;
- describe the response to fire;
- demonstrate and explain basic fire suppression strategies and tactics;
- demonstrate and explain the risks and hazard of fire fighting and the precautions to be taken; and
- identify and demonstrate or describe, safety precautions to be taken when working in or around aircraft.

### Format

Four-day course.

### Methodology

The course is based on theoretical presentation, practical demonstration, group work, practical drills and on the job training.

### Key Subject Areas

The course consists of three modules.

Module 1.07 - Personal Protection 1 which looks at protective clothing

and equipment, survival techniques including personal protection and protection provided by vehicles, and heat induced illness.

Module 1.12a – Wildfire Behaviour 1. This module focuses on fire science to explain how materials burn and those factors which affect fire behaviour.

Module 1.12b – Wildfire Suppression 1. The purpose of this module is to provide information and skills with extinguishing mediums, operation of various fire fighting equipment, response to fire, strategies, tactics and techniques for fire suppression, wildfire hazards and safe working practices around aircraft.

#### **Who Should Attend?**

Successful completion of this course is a requirement for all frontline fire fighters and staff prior to working on the fireline without immediate supervision.

#### **Prerequisites**

No prerequisites required.

#### **Course Custodian**

Alex Moylett,  
Fire Management Services, Bunbury.  
Ph: 9725 5933  
Fax: 9725 4900  
Email: alex.moylett@dec.wa.gov.au

#### **Locations and Dates**

As required at District or Regional locations.

#### **Cost**

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

#### **Recognition**

Completion of the course will provide DEC recognition for Modules 1.07

Personal Protection 1, 1.12A Wildfire Behaviour 1, 1.12B Wildfire Suppression 1.

#### **Modules/Units of competency**

Demonstration of competence (post-course assessment) will provide the following:

- PUAFIR201A Prevent injury
- PUAFIR204A Respond to wildfire



### **Level 1 Fire Fighter**

**10557**

#### **Description**

This course is designed to provide a basic understanding of fire behaviour, fire suppression techniques, personal protection and basic fire management principles. It contains the same modules as the Basic Fire Fighters course plus additional information and is primarily aimed at field staff new to fire management activities.

#### **Expected Outcomes**

In addition to those outcomes established in the Basic Fire Fighter Course, participants will be able to:

- set up and use VHF radio systems that operate within the Department;
- transmit and receive verbal radio communications;
- record information;
- describe the Department's roles and responsibilities in fire management;
- describe the organisation and rank structure within the Department including AIIMS as

- used to manage emergency incidents;
- identify and distinguish between urban and rural fire risks and hazards in the Department's area of responsibility;
- identify and describe relevant legislation and regulations and the Department's role in governing fire prevention;
- describe the ignition mechanisms, protection measures and procedures regarding wildfire threats to buildings; and
- describe fire prevention and relocation activities that can be conducted around the home, workplace and community spaces.

#### **Format**

Minimum of five days depending on course modules selected.

#### **Methodology**

The course is based on theoretical presentation, practical demonstration, group work, practical drills and on the job training.

#### **Key Subject Areas**

The course consists of the following modules:

Module 1.07 - Personal Protection 1 which looks at protective clothing and equipment, survival techniques including personal protection and protection provided by vehicles, and heat induced illness.

Module 1.09 – Map Reading 1. This module covers the interpretation of maps and the development of routes for travel.

Module 1.12A – Wildfire Behaviour 1. This module focuses on fire science to explain how materials burn and

those factors which affect fire behaviour.

Module 1.12B – Wildfire Suppression 1. The purpose of this module is to provide information and skills with extinguishing mediums, operation of various fire fighting equipment, response to fire, strategies, tactics and techniques for fire suppression, wildfire hazards and safe working practices around aircraft.

Module 1.19 – Communication Systems (Part). This module provides the participant with knowledge and skills to set up and operate Departmental VHF radio communication equipment and to transmit and record verbal messages.

Module 1.22 (part) – Fire Agency Awareness – This module provides information on the overall roles and responsibilities of the Department, its organisational structure and emergency management systems used.

#### **Who Should Attend?**

Recently employed field staff and those staff new to field fire management operations.

#### **Prerequisites**

No prerequisites required.

#### **Course Custodian**

Alex Moylett,  
Fire Management Services, Bunbury.  
Ph: 9725 5933  
Fax: 9725 4900  
Email: alex.moylett@dec.wa.gov.au

#### **Locations and Dates**

- 30 April–4 May 2007, FPC program. Venue to be advised.
- 22–26 October Graduate Recruit Program) DEC Training Centre, Dwellingup.

- As required at District or Regional locations.

### Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

### Recognition

Completion of the course will provide DEC recognition for Modules 1.07 Personal Protection 1, 1.09 Map Reading 1, 1.12A Wildfire Behaviour 1, 1.12B Wildfire Suppression 1, 1.19 Communication Systems, 1.22 Fire Agency Awareness.

### Modules/Units of competency

Demonstration of competence (post-course) will provide the following:

- PUAFIR201A Prevent injury
- PUAFIR204A Respond to wildfire
- PUA EQU001A Prepare, maintain and test response equipment
- PUA OPE002A Operate communications systems and equipment
- PUA OPE003A Navigate in urban and rural environments
- PUATEA001A Work in a team
- PUA OHS001A Follow defined occupational health and safety policies and procedures
- PUATEA004A Work effectively in a public safety organisation



## Level 2 Fire Fighter

### 10525

### Description

This course follows on from the Basic Fire Fighter or Level 1 Fire Fighter. It provides additional

information on predicting fire behaviour and identifying and implementing appropriate fire suppression techniques.

### Expected Outcomes

On successful completion of this course, participants will be able to:

- describe fuels and their characteristics and effects on fire behaviour;
- identify and describe weather features and characteristics and their effects on fire behaviour;
- identify and describe the effects of topography on fire behaviour;
- describe indicators of extreme fire behaviour and the effects of ignition spacing;
- identify a range of techniques for wildfire attack;
- demonstrate and describe the techniques used for lighting a backburn and describe the importance of controlling a backburn;
- describe and demonstrate the procedures to be followed when attacking and mopping up a wildfire; and
- identify and describe the precautions to be taken against the hazards of wildfire fighting.

### Format

Five-day course.

### Methodology

The course is based on theoretical presentation, case study, group activities and practical demonstration. Activities provide participants with an opportunity to develop skills in practical application of the knowledge provided.

### Key Subject Areas

The course consists of two modules.

Module 2.28 – Wildfire Behaviour 2. This module focuses on the characteristics of fire behaviour, fuels, weather factors, topographical features, prediction of fire danger and estimating on the fire ground.

Module 2.29 - Wildfire Suppression 2 provides information on techniques for wildfire attack, backburning, mop up and patrol, wildfire fighting hazards and leadership.

### Who Should Attend?

Crew leaders, future crew leaders and field staff with limited fire management knowledge who are expected to take on an active role in fire management and suppression.

**Prerequisites** (the following training and experience or acceptable equivalent):

- Basic Fire Fighter or Level 1 Fire Fighter.
- Module 1.09 – Map Reading.
- Minimum 1 year experience in fire management and suppression.

### Course Custodian

Alex Moylett,  
Fire Management Services, Bunbury.  
Ph: 9725 5933  
Fax: 9725 4900  
Email: alex.moylett@dec.wa.gov.au

### Locations and Dates

- 21–25 May 2007 (venue to be announced);
- 3–7 September 2007, venue to be announced.

### Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

### Recognition

Completion of the course will provide DEC recognition for Module 2.28 Wildfire Behaviour 2 and Module 2.29 Wildfire Suppression 2.

### Modules/Units of competency

Demonstration of competence (post-course assessment) will provide the following:

- PUAFIR303A Suppress wildfire
- PUAFIR309A Operate pumps



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## Fire Control Line Construction Using Machines

10612

### Description

From this course, participants will gain the knowledge and skills to construct fireline using machines at a fire.

### Expected Outcomes

Upon satisfactory completion of this course, participants will be able to:

- describe the role of machinery in implementing fire suppression strategies;
- describe the types of machinery suitable for fireline construction;
- describe safety procedures and demonstrate maintenance and protective measures appropriate to the use of machinery at fires;
- describe how machinery can be employed to construct fireline at a range of fires;
- describe and demonstrate the selection or routes for fireline

- construction at a range of incidents;
- demonstrate the construction of fireline at a range of fires; and
- describe and demonstrate the pushing of trees at a range of incidents.

#### **Format**

Two-and-a-half to three-day course consisting of one-and-a-half days of theory and half to one day of practical demonstration and assessment. (Practical demonstration and assessment time depends on number of participants.)

#### **Methodology**

This course is based on theoretical presentation, practical demonstration and practical activities.

#### **Key Subject Areas**

This course consists of Module 2.35 – Fire Control Line Construction Using Machines. The following topics are addressed:

- Fire control strategies employing machines.
- Types of machines used.
- Methods of using machines to construct fireline.
- Rates of fireline construction, machine fuel consumption.
- Fireline construction standards, support and backup required by machines.
- Safety and maintenance procedures.
- Equipment required, fireline route selection and tree pushing.

#### **Who Should Attend?**

Machine operators likely to be involved with constructing fireline and other machine based fire management activities. These should include departmental personnel and other local contractors likely to be used on a regular basis for fire management and suppression activities e.g. timber industry, local

council, local earthmoving contractors.

**Prerequisites** (the following training and experience or acceptable equivalent):

Participants must be competent machine operators.

No other prerequisites required.

#### **Course Custodian**

Alex Moylett,  
Fire Management Services, Bunbury.  
Ph: 9725 5933  
Fax: 9725 4900  
Email: alex.moylett@dec.wa.gov.au

#### **Locations and Dates**

As required at District or Regional locations.

#### **Cost**

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

#### **Recognition**

Completion of the course will provide DEC recognition for Module 2.35 Fire Control Line Construction Using Machines.

## **Safety Unit Management**

*Note: this course is under development for 2007 delivery*

#### **Description**

The purpose of this module is to provide the participant with the knowledge and skills to be able to perform the Safety Advisor role and to manage the Safety Unit at an incident.

#### **Expected Outcomes**

Upon satisfactory completion of this course, participants will be able to:

- describe the role of Safety Advisor at incidents;
- describe and demonstrate the establishment and management of safety advisory role(s) at incident;
- describe the conduct of a safety investigation at an incident; and
- describe the application of risk management principles within an incident context.

#### **Format**

Three-day course.

#### **Methodology**

This course is based on theoretical presentation, practical demonstration and exercises.

#### **Key Subject Areas**

- Relationship of safety unit within AIIMS.
- Staffing, workspace and other requirements.
- Risk management.
- Communication of safety risks and hazards.
- Safety incident investigation.

#### **Who Should Attend?**

People wishing to undertake the Safety Advisor role at Level 2 and 3 incidents.

**Prerequisites** (the following training and experience or acceptable equivalent):

- Introduction to AIIMS
- Fire Operations Level 1
- Map Reading
- Moderate fire experience as a Division Commander.

#### **Course Custodian**

Ross Mead  
 Fire Management Services,  
 Kensington.  
 Ph: 9334 0336  
 Fax: 9367 9913  
 Email: ross.mead@dec.wa.gov.au

#### **Locations and Dates**

5–7 November 2007. Venue to be confirmed.

#### **Cost**

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

#### **Recognition**

Completion of the course will provide DEC recognition for Module 4.48 Safety Unit Management.

## **Situation Unit Management**

**10622**

#### **Description**

The purpose of this module is to provide the participant with the knowledge and skills to be able to manage the situation information of an incident.

#### **Expected Outcomes**

Upon satisfactory completion of this course, participants will be able to:

- identify the role and describe the functions of the situation unit and its position in the AIIMS structure;
- describe interactions of the situation unit with other parts of AIIMS and external organisations.
- describe the staffing, workspace requirements and specialist tools of the situation unit;
- describe and demonstrate the management of information inputs to the situation unit;
- describe and demonstrate the management and production of information outputs from the situation unit; and
- describe the changeover requirements and responsibilities of the situation unit manager.

**Format**

Five-day course.

**Methodology**

This course is based on theoretical presentation, practical demonstration and exercises.

**Key Subject Areas**

- Relationship of situation unit within AIIMS.
- Staffing, workspace and other requirements.
- Weather forecasts and control implications.
- Collection of data.
- Incident analysis.
- Prediction of incident situation.
- Preparation of incident maps and displays.
- Shift cycles and changeovers.

**Who Should Attend?**

People wishing to undertake the Situation Officer role at Level 2 and 3 incidents, and those aspiring to attend the Incident Planning course in the future.

**Prerequisites** (the following training and experience or acceptable equivalent):

- Introduction to AIIMS.
- Level 2 Fire Fighter.
- Fire Weather course.
- Map Reading.
- Moderate fire experience as a Sector Commander.

**Course Custodian**

Ross Mead  
Fire Management Services,  
Kensington.  
Ph: 9334 0336  
Fax: 9367 9913  
Email: ross.mead@dec.wa.gov.au

**Locations and Dates**

2–6 July 2007. Venue to be confirmed.

**Cost**

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

**Recognition**

Completion of the course will provide DEC recognition for Module 4.40 Situation Unit Management.

**Incident Mapping****10689****Description**

The purpose of this module is to provide the participant with the knowledge and skills to produce a range of mapping products used by incident personnel.

**Expected Outcomes**

Upon satisfactory completion of this course, participants will be able to:

- describe the Mapping Sub Unit Roles and responsibilities within the Situation Unit of the Australasian Inter-service Incident Management System;
- identify and describe map products used in fire incidents;
- describe the scheduling and delivery of maps by the Mapping Sub Unit at fires;
- produce a range of map products used at fire incidents; and
- demonstrate the management of map data for fire incidents.

**Format**

Two-day course.

**Methodology**

This course is based on theoretical presentation, practical demonstration and exercises.

**Key Subject Areas**

- AIIMS.

- The role and responsibilities of Mapping Sub Unit personnel.
- The map products.
- Map production workloads and scheduling.
- The mapping tool.
- Producing map products.
- Electronic access and storage of map products

### Who Should Attend?

Persons with GIS mapping skills seeking to work at incident within the Situation Unit.

**Prerequisites** (the following training and experience or acceptable equivalent):

- Introduction to AIIMS.
- Competency in use of Departmental GIS systems.

### Course Custodian

Alex Moylett,  
Fire Management Services, Bunbury.  
Ph: 9725 5933  
Fax: 9725 4900  
Email: alex.moylett@dec.wa.gov.au

### Locations and Dates

1–3 August 2007. SOHQ Training Centre, Kensington.

### Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

### Recognition

Completion of the course will provide DEC recognition for Situation Mapping.

## Resources Unit Management

10681

### Description

The purpose of this module is to provide the participant with the

knowledge and skills to manage the information requirements of resources allocated to an incident, including identification and deployment of resources.

### Expected Outcomes

Upon satisfactory completion of this course, participants will be able to:

- identify the role and describe the functions of the resources unit and its position in the AIIMS structure;
- describe interactions of the resources unit with other parts of AIIMS and external organisations;
- describe the staffing, materials and workspace requirements of the resources unit;
- describe and demonstrate management of information inputs to the resources unit;
- describe and demonstrate management of information outputs from the resources unit; and
- describe the changeover requirements and responsibilities of the resources unit manager.

### Format

Four-day course.

### Methodology

This course is based on theoretical presentation, practical demonstration and exercises.

### Key Subject Areas

- Relationship of the resources unit in AIIMS.
- Interactions with other personnel.
- Staffing, materials and workspace requirements.
- Sources of resource data.
- Systems for display of resource data.
- Documentation required.
- Information outputs.
- Input to incident control plans.
- Involvement in shift changeovers.

### **Who Should Attend?**

People wishing to undertake the Resources Officer role at Level 2 and 3 incidents, and those aspiring to attend the Incident Planning course in the future.

**Prerequisites** (the following training and experience or acceptable equivalent):

- Introduction to AIIMS.
- Some incident experience.

### **Course Custodian**

Alex Moylett,  
Fire Management Services, Bunbury.  
Ph: 9725 5933  
Fax: 9725 4900  
Email: alex.moylett@dec.wa.gov.au

### **Locations and Dates**

18–22 June 2007. Venue to be confirmed.

### **Cost**

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

### **Recognition**

Completion of the course will provide DEC recognition for Module 4.41 Resource Unit Management.

## **Information Services Unit Management**

**10675**

### **Description**

The purpose of this module is to provide the participant with the knowledge and skills to manage the information needs of internal and external stakeholders.

### **Expected Outcomes**

Upon satisfactory completion of this course, participants will be able to:

- evaluate the need for an Information Services Unit, and the resources required;
- identify sources of information relevant to the stakeholder groups;
- identify stakeholders (internal to incident, media, communities, community groups);
- develop communication objectives and strategies for the identified stakeholders; and
- implement and evaluate communication plans.

### **Format**

Four-day course.

### **Methodology**

This course is based on theoretical presentation, practical demonstration and exercises.

### **Key Subject Areas**

- Information management in AIIMS.
- Development of communication plans.
- Community participation and interaction.
- Working with the media.
- Evaluation of communications plans.

### **Who Should Attend?**

People required to manage community and media information issues at incidents or events.

**Prerequisites** (the following training and experience or acceptable equivalent):

- Introduction to AIIMS.
- Some incident experience.
- Some public liaison/participation experience preferred.

### **Course Custodian**

David Rawet

Fire Management Services, Bunbury.  
Ph: 08 9725 5937  
Fax: 08 9725 4900  
Email: david.rawet@dec.wa.gov.au

### Locations and Dates

29 October 29–2 November 2007.  
Venue to be advised.

### Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

### Modules/Units of competency

Demonstration of competence (post-course assessment) will provide the following:

- PUACOM012A Liaise with media at a local level



### Recognition

Completion of the course will provide DEC recognition for Module 4.45 Information Services Management.

## Management Support Unit Management

10676

### Description

The purpose of this module is to provide the participant with the knowledge and skills to manage the Management Support function at an incident.

### Expected Outcomes

Upon satisfactory completion of this course, participants will be able to:

- evaluate Management Support requirements at an incident;
- establish communications support for an incident;
- establish administrative support for an incident; and
- maintain records during an incident and collate records at the cessation of an incident.

### Format

Two-day course.

### Methodology

This course is based on theoretical presentation, practical demonstration and exercises.

### Key Subject Areas

- The function of Management Support within AIIMS.
- Operation of communications systems.
- Keeping incident logs/diaries.
- Establishment, maintenance and archiving of incident records.
- Provision and maintenance of administrative services at incidents.
- Management of personnel at dispersed work locations.

### Who Should Attend?

Personnel required to supervise radio and telephone operators and administrative staff at incidents.

**Prerequisites** (the following training and experience or acceptable equivalent):

Some incident experience.

### Course Custodian

Alex Moylett,  
Fire Management Services, Bunbury.  
Ph: 9725 5933  
Fax: 9725 4900  
Email: alex.moylett@dec.wa.gov.au

### Locations and Dates

20–21 November 2007. Venue to be advised.

### Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

### Recognition

Completion of the course will provide DEC recognition for Module 4.42 Management Support Unit Management.

### Modules/Units of competency

Demonstration of competence (post-course) will provide the following:

- PUACOM001A Communicate in the workplace



## Communications Planning Unit Management

10693

### Description

The purpose of this module is to provide the participant with the knowledge and skills to manage the Communications Planning function at an incident.

### Expected Outcomes

Upon satisfactory completion of this course, participants will be able to:

- identify the role and describe the functions of the Communications planning unit;
- describe the setting up and management of the unit;
- describe the units interaction with other parts of the AIIMS structure;
- identify and understand communications networks and

systems available for the Communications Plan;

- describe the management of information at an incident;
- describe the process for identifying the communications needs of AIIMS Sections and Units;
- describe and demonstrate the process of developing a Communications Plan;
- describe the review and maintenance processes and procedures for the Communications Plan; and
- describe the changeover and demobilisation requirements and responsibilities of the Communications Planning Unit

### Format

Three-day course.

### Methodology

This course is based on theoretical presentation, practical demonstration and exercises.

### Key Subject Areas

- The function of Communications Planning within AIIMS.
- Identifying and understanding communications systems and networks available to the incident.
- Identifying the communications needs of an incident.
- Developing a Communications Plan to meet incident requirements.
- The review and ongoing management of the Communications Plan
- Identifying and managing changeover and demobilisation requirements

### Who Should Attend?

Personnel required to manage the Communications Planning Unit and develop and implement a

Communications Plan for a Level 2 or 3 incident

**Prerequisites** (the following training and experience or acceptable equivalent):

- Communications Systems (Module 1.19)
- Introduction to AIIMS
- Operational experience to Sector Commander level.

#### **Course Custodian**

Ross Mead  
Fire Management Services,  
Kensington.  
Ph: 9334 0336  
Fax: 9367 9913  
Email: ross.mead@dec.wa.gov.au

#### **Locations and Dates**

2–4 May 2007. Venue to be advised.

#### **Cost**

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

#### **Recognition**

Completion of the course will provide DEC recognition for Module 4.47 Communications Planning Management.

## **Catering Unit Management**

**10694**

#### **Description**

The purpose of this module is to provide the participant with the knowledge and skills to manage the Catering function at an incident.

#### **Expected Outcomes**

Upon satisfactory completion of this course, participants will be able to:

- describe the role and functions of the Catering Unit;

- identify the Agency requirements and guidelines for the provision of food and drink for personnel working at incidents;
- describe the Agencies administrative procedures for the purchase of food and drink;
- demonstrate a knowledge and understanding of correct hygiene procedures for food handling, preparation, storage and transport;
- describe the nutritional and fluid intake requirements of fire fighters;
- select appropriate menus for personnel at a range of incidents;
- describe the staffing, workspace and siting requirements for the Catering Unit;
- describe and demonstrate development and implementation of catering plans at a range of incidents; and
- describe the change over and demobilisation requirements and responsibilities of the Catering Unit manager.

#### **Format**

Four-day course.

#### **Methodology**

This course is based on theoretical presentation, practical demonstration and exercises.

#### **Key Subject Areas**

- Agency and agreement requirements for food and drink.
- Position and role of the Catering unit within the AIIMS structure.
- Unit staffing, workspace and siting requirements.
- Workplace hazards
- Prediction of incident catering requirements.
- Nutrition, food and fluid requirements.
- Purchase of food and drink.
- Food hygiene, handling and storage requirements.

- Supervision of food preparation and packaging
- Menu preparation
- Shift changeovers and demobilisation

### Who Should Attend?

Personnel required to manage the Catering Unit or take part in catering for an incident.

**Prerequisites** (the following training and experience or acceptable equivalent):

- Introduction to AIIMS.
- Personal Safety (Module 1.07).
- Basic Fire Awareness.

### Course Custodian

Ross Mead  
Fire Management Services,  
Kensington.  
Ph: 9334 0336  
Fax: 9367 9913  
Email: ross.mead@dec.wa.gov.au

### Locations and Dates

This course is not scheduled for 2007.

### Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

### Recognition

Completion of the course will provide DEC recognition for Module 4.46 Catering Unit Management.

## Ground Support Unit Management

10695

### Description

The purpose of this module is to provide the participant with the knowledge and skills to manage the

Ground Support function at an incident.

### Expected Outcomes

Upon satisfactory completion of this course, participants will be able to:

- identify the role and describe the functions of the Ground Support Unit and its position in the Australasian Inter-service Incident Management System structure;
- describe the roles, responsibilities and the management of the Ground Support Unit;
- describe the staffing, workspace requirements and specialist tools of the Ground Support Unit;
- demonstrate the planning and implementation of GSU responsibilities for a shift changeover, specific roles and scheduling that Ground Support Personnel manage for shift changeovers.
- describe the Sub-units of the Ground Support Unit: Delivery Sub-unit, traffic, Signage and Marshalling Sub-unit, Plant and Vehicle Support Sub-units;
- describe the interaction of the Ground Support Unit with other parts of the Australasian Inter-service Incident Management System and external agencies;
- describe and demonstrate the management of information in the Ground Support Unit;
- describe the changeover and demobilisation requirements and responsibilities of the Ground Support Unit leader;
- describe and demonstrate the management of services and the production of plans from the Ground Support Unit including; delivery plan, traffic and signage plan, vehicle support service plan, plant

support service plan,  
marshalling and transport plan.

### **Format**

Two-day course.

### **Methodology**

This course is based on theoretical presentation, practical demonstration and exercises.

### **Key Subject Areas**

The function of Ground Support within AIMS.

### **Who Should Attend?**

Personnel required to perform or supervise Ground Support activities at incidents.

**Prerequisites** (the following training and experience or acceptable equivalent):

Some incident experience.

### **Course Custodian**

Alex Moylett,  
Fire Management Services, Bunbury.  
Ph: 9725 5933  
Fax: 9725 4900  
Email: alex.moylett@dec.wa.gov.au

### **Locations and Dates**

12–24 November 2007. Venue to be advised.

### **Cost**

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

### **Recognition**

Completion of the course will provide DEC recognition for Module 4.43 Ground Support Unit Management.

## **Fire Weather**

**10255**

### **Description**

The purpose of this module is to provide participants with the knowledge and skills to understand weather information provided by the Bureau of Meteorology and to use this weather information to predict likely weather conditions for a specific location.

### **Expected Outcomes**

Upon satisfactory completion of this course, participants will be able to:

- accurately obtain relevant weather data at a particular location;
- interpret weather data to predict future weather conditions;
- describe air movements and patterns on a global scale;
- describe weather features as shown on a synoptic chart;
- identify various types of winds and describe the situations where, and times when, they may occur;
- identify and describe the differences between stable and unstable atmosphere and explain the impact of these weather types on a fire;
- understand seasonal variations in the fire climate;
- describe the types of weather information, and its limitations, available from the web homepage of the Bureau of Meteorology; and
- apply information obtained from the field with that from formal sources to accurately predict the weather for a given location.

**Format**

One-day course.

**Methodology**

This course is based on theoretical presentation, practical demonstration and exercises.

**Key Subject Areas**

The course consists of the following major points:

- Weather observations
- Observations and fire influence.
- Global circulation (the Big Picture)
- Synoptic patterns and air masses
- Winds
- Atmospheric stability and its affect on fire behaviour
- Fire climate and seasonal variability
- Bureau of Meteorology services and prediction models
- Local weather variations and predictions.

**Who Should Attend?**

District, Regional and Departmental Duty Officers, persons wanting to perform the roles of Incident Controller, Planning Officer, Operations Officer or Situation Unit Leader at Level 2 or 3 incidents.

**Prerequisites** (the following training and experience or acceptable equivalent):

- Module 2.28 – Fire Behaviour 2 (part of Level 2 Fire Fighter).

**Course Custodian**

Ross Mead  
Fire Management Services,  
Kensington.  
Ph: 9334 0336  
Fax: 9367 9913  
Email: ross.mead@dec.wa.gov.au

**Locations and Dates**

- 26 June 2007. Venue to be confirmed.
- 16 October 2007. Venue to be confirmed.
- Other dates and venues as required.

**Cost**

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

**Fire Management within the Department of Environment and Conservation****10682****Description**

The purpose is to provide participants with knowledge, skill and understanding of the systems, procedures, requirements and legal matters that the Department's Fire Management Services and fire managers deal with and operate within.

**Expected Outcomes**

Broad appreciation of the management requirements for fire in the preservation of biodiversity and the protection of life, property and community values.

Participants will be able to integrate fire management into their normal work duties.

Participants will be able to contribute to fire management and suppression activities as appropriate to their knowledge and skills.

**Format**

Five-day course.

### **Methodology**

This course is based on theoretical presentation, practical demonstration and exercises.

### **Key Subject Areas**

- Fire legislation
- Incident management through AIIMS
- Prescribed burning
- Community participation
- New technology
- Health, fitness and duty of care
- Fire behavior
- Fire and its interaction with our social and natural environment

### **Who Should Attend?**

All people who have, or may have, involvement in fire management; in operations, planning, logistics or administration.

**Prerequisites** (the following training and experience or acceptable equivalent):

No prerequisites required.

### **Course Custodian**

David Rawet  
Fire Management Services, Bunbury.  
Ph: 08 9725 5937  
Fax: 08 9725 4900  
Email: david.rawet@dec.wa.gov.au

### **Locations and dates**

This course is not currently scheduled for 2007.

### **Cost**

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

### **Recognition**

There is no recognition for this program.

## **Incendiary Operations Supervisor**

**10620**

### **Description**

The purpose of this course is to provide participants with the knowledge and skills to be able to manage aircraft operations in relation to prescribed burning.

### **Expected Outcomes**

Upon the satisfactory completion of this course, participants will be able to:

- demonstrate knowledge of relevant sections of the Civil Aviation Orders and Regulations;
- demonstrate an appreciation of aircraft commonly used by DEC including pre operational and operational protocols;
- demonstrate understanding of approach, boarding and equipment loading protocols for fixed and rotary winged aircraft;
- demonstrate an understanding of safe working practices in relation to aircraft operations.
- demonstrate an ability to navigate from aircraft using various navigational aids;
- demonstrate an understanding of prescribed burning processes;
- demonstrate an understanding of various operational protocols in relation to aircraft burning (prior to, during and after ignition);
- demonstrate an understanding of communication systems used in the aircraft and on the ground;
- describe and demonstrate helitorch mixing operations, related safety and ignition procedures; and
- demonstrate understanding of incendiary equipment operation, maintenance and emergency management.

### **Format**

Two-day course

### Methodology

This course is based on theoretical presentation, practical demonstration and exercises.

### Key Subject Areas

- Civil Aviation Orders and Regulations.
- Safety aspects, aerodromes and aircraft.
- Aerial burn flight plans
- Incendiary equipment capabilities and limitations.
- Pre flight planning, distance, time and direction.
- Basic visual navigation.
- Air to ground communications
- Administrative requirements.
- Remote area navigation.
- Helicopter operations
- Helicopter landing site specifications.
- Dangerous goods transport and storage.

### Who Should Attend?

People wishing to work as navigators for prescribed burning operations.

**Prerequisites** (the following training and experience or acceptable equivalent):

- Level 2 Fire Fighter, Radio Communications, Map Reading, AIMS
- 2 seasons experience as a Sector Commander at prescribed burns.
- Ability to fly in light aircraft (fixed wing and helicopter).

### Course Custodian

Natasha Oke  
Fire Operations Officer, Bunbury.  
Ph: 9725 5939  
Fax: 9725 4900  
Email: natasha.oke@dec.wa.gov.au

### Locations and Dates

To be advised. Venue to be confirmed.

### Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

### Modules/Units of competency

- PUAFIR408A Plan Aircraft Operations



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### Air Observer

10696

### Description

The purpose of this course is to provide participants with the knowledge and skills to be able to provide fire related information and intelligence from an aircraft.

### Expected Outcomes

Upon the satisfactory completion of this course, participants will be able to:

- demonstrate knowledge of relevant sections of the Civil Aviation Orders and Regulations;
- demonstrate an appreciation of aircraft commonly used by DEC including pre operational and operational protocols;
- demonstrate understanding of approach, boarding and equipment loading protocols for fixed and rotary winged aircraft;
- demonstrate an understanding of safe working practices in relation to aircraft operations;
- demonstrate an ability to navigate from aircraft using various navigational aids;

- demonstrate an understanding of prescribed burning processes;
- demonstrate an understanding of various operational protocols in relation to aircraft burning (prior to, during and after ignition); and
- demonstrate an understanding of communication systems used in the aircraft and on the ground.

#### **Format**

Two-day course.

#### **Methodology**

This course is based on theoretical presentation, practical demonstration and exercises.

#### **Key Subject Areas**

- Civil Aviation Orders and Regulations.
- Safety aspects, aerodromes and aircraft.
- Aerial burn flight plans
- Incendiary equipment capabilities and limitations.
- Pre flight planning, distance, time and direction.
- Basic visual navigation.
- Air to ground communications
- Administrative requirements.
- Remote area navigation.
- Helitorch operations
- Helicopter landing site specifications.
- Dangerous goods transport and storage.

#### **Who Should Attend?**

People wishing to work as navigators for prescribed burning operations.

**Prerequisites** (the following training and experience or acceptable equivalent):

- Level 2 Fire Fighter, Radio Communications, Map Reading, AIIMS

- 2 seasons experience as a Sector Commander at prescribed burns.
- Ability to fly in light aircraft (fixed wing and helicopter).

#### **Course Custodian**

Natasha Oke  
 Fire Operations Officer, Bunbury.  
 Ph: 9725 5939  
 Fax: 9725 4900  
 Email: natasha.oke@dec.wa.gov.au

#### **Locations and Dates**

To be advised. Venue to be confirmed.

#### **Cost**

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

#### **Modules/Units of competency:**

- PUAFIR408A Plan Aircraft Operations



#### **Incendiary Machine Operator (Aircraft Burning Operations)**

**10619**

#### **Description**

The purpose of this course is to provide the participant with the knowledge and skills to safely and efficiently operate the aerial incendiary machine in an aircraft.

#### **Expected Outcomes**

- upon satisfactory completion of this course, participants will be able to:

- demonstrate knowledge of relevant sections of the Civil Aviation Orders and Regulations;
- demonstrate an appreciation of aircraft commonly used by DEC including pre operational and operational protocols;
- demonstrate understanding of approach, boarding and equipment loading protocols for fixed and rotary winged aircraft;
- demonstrate an understanding of safe working practices in relation to aircraft operations;
- demonstrate understanding of incendiary machine operation, maintenance and emergency management;
- demonstrate ability in effective use of aircraft communications equipment; and
- demonstrate ability to maintain aerial incendiary equipment.

#### Format

Two-day course.

#### Methodology

This course is based on theoretical presentation, practical demonstration and exercises.

#### Key Subject Areas

- Civil Aviation Orders and Regulations
- Safety aspects, aerodromes and aircraft.
- Incendiary equipment capabilities and limitations.
- Incendiary equipment maintenance and upkeep.
- Basic visual navigation.
- Aircraft communications
- Administrative requirements.
- Dangerous goods transport and storage.

#### Who Should Attend?

Those people wishing to become Incendiary Machine Operators

(IMO's) and existing IMO's wishing to maintain their competency.

**Prerequisites** (the following training and experience or acceptable equivalent):

- Basic Fire Fighter, Map Reading, Communications Systems.
- 2 seasons experience as a member of a fire crew at prescribed burns or wildfires.
- Ability to fly in a light aircraft (fixed wing and helicopter)
- Mechanical repair aptitude preferred.

#### Course Custodian

Natasha Oke

Fire Operations Officer, Bunbury.

Ph: 9725 5939

Fax: 9725 4900

Email: natasha.oke@dec.wa.gov.au

#### Locations and Dates

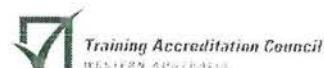
To be advised. Venue to be confirmed.

#### Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

#### Modules/Units of competency

- PUAFIR312A Operate aerial ignition equipment in an aircraft



Nationally Recognised Training

#### Helitorch Operations

10664

#### Description

The purpose of this course is to provide the participant with the

knowledge and skills to manage a helitorch mixing for aircraft burning operations.

#### **Expected Outcomes**

Upon satisfactory completion of this course, participants will be able to:

- describe the key elements of safe and sufficient helitorch site set up;
- demonstrate an understanding of safe working practices in relation to aircraft approach, flight and sling load operations;
- demonstrate an understanding of safe and efficient helitorch mixing operations; and
- demonstrate an understanding of equipment maintenance.

#### **Format**

One-day course.

#### **Methodology**

This course is based on theoretical presentation, practical demonstration and exercises.

#### **Key Subject Areas**

- Aircraft safety
- Sling load operations with helicopters
- Fuel mixing operations
- Operational equipment
- Equipment maintenance
- 

#### **Who Should Attend?**

Personnel wishing to perform the role of helitorch operator for aircraft burning operations.

**Prerequisites** (the following training and experience or acceptable equivalent):

- Incendiary Operations Supervisor.

#### **Course Custodian**

Natasha Oke

Fire Operations Officer, Bunbury.

Ph: 9725 5939

Fax: 9725 4900

Email: natasha.oke@dec.wa.gov.au

#### **Location and Dates**

To be advised. Venue to be confirmed.

#### **Cost**

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

## **Air Attack Supervisor**

**10667**

#### **Description**

The purpose of this course is to provide the participant with the knowledge and skills to perform the role of Air Attack Supervisor at bushfires.

#### **Expected Outcomes**

Upon satisfactory completion of this course, participants will be able to:

- demonstrate an appreciation of aircraft commonly used for aircraft suppression operations including pre operational and operational protocols;
- demonstrate understanding of approach, boarding and equipment loading protocols for fixed and rotary wing aircraft;
- demonstrate an understanding of safe working practices in relation to aircraft using various navigational aids;
- demonstrate an understanding of aircraft communications systems; and
- describe the various aircraft operation roles in AIIMS.

#### **Format**

Two-day course.

#### **Methodology**

This course is based on theoretical presentation, practical demonstration and exercises.

### Key Subject Areas

- Basic Visual Navigation.
- Aircraft Safety.
- Water Bombing Terminology.
- Principals of Water Bombing.
- Basic AIIMS.
- Aircraft Communications.

### Who Should Attend?

Air Attack Supervisors, those intending on becoming AAS Pilots Aerial Suppression.

**Prerequisites** (the following training and experience or acceptable equivalent):

- Level 2 Fire Fighter, AIIMS, Radio Communications, Map Reading.
- Air Observer.
- PUAOPE001A Supervise response.
- Ability to fly in light aircraft (fixed wing and helicopters).
- Minimum two years' experience as a Sector Commander.

### Course Custodian

Natasha Oke, Fire Operations Officer, Bunbury.

### Location and Dates

To be advised. Venue to be confirmed.

### Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

### Modules/Units of competency

PUAFIR409A Develop air attack strategies



## Ground Controller (Water bombing)

10683

### Description

The purpose of this course is to provide the participant with the knowledge and skills to coordinate aerial fire suppression operations.

### Expected Outcomes

Upon satisfactory completion of this course, participants will be able to:

- demonstrate an ability to coordinate aerial fire suppression operations;
- demonstrate an understanding of integrated approach to fire fighting, which incorporates water bombing aircraft;
- be conversant with aerial suppression terminology; and
- demonstrate and understand of safe working principles, with regard to aerial suppression operations.

### Format

One-day course.

### Methodology

This course is based on theoretical presentation, practical demonstration and exercises.

### Key Subject Areas

- AIIMS.
- Principles of Water Bombing.
- Aircraft Safety.
- Water Bombing Terminology.

### Who Should Attend?

People who may be required to coordinate aerial suppression operations at bushfires.

**Prerequisites** (the following training and experience or acceptable equivalent):

- Level 2 Fire Fighter, AIIMS, Radio Communications, Map Reading.

- Minimum two years' experience as a Sector Commander.

#### Course Custodian

Natasha Oke  
 Fire Operations Officer, Bunbury.  
 Ph: 9725 5939  
 Fax: 9725 4900  
 Email: natasha.oke@dec.wa.gov.au

#### Locations and Dates

To be advised.

#### Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

### Water Bomber Refiller

10665

#### Description

The purpose of this course is to provide the participant with the knowledge and skills to refill water bombing aircraft during fire suppression operations.

#### Expected Outcomes

Upon satisfactory completion of this course, participants will be able to:

- demonstrate an understanding of safe work principles, with regard to aircraft operations;
- demonstrate correct aircraft refill methodology; and
- be conversant with equipment used for refilling operations.

#### Format

One-and-a-half-day course.

#### Methodology

This course is based on theoretical presentation, practical demonstration and exercises.

#### Key Subject Areas

- Safe working principles and working with aircraft.
- Refilling methods.
- Refilling equipment use and maintenance.

#### Who Should Attend?

People required to refill water bombing aircraft during fire suppression operations.

#### Prerequisites

No pre requisites required.

#### Course Custodian

Natasha Oke  
 Fire Operations Officer, Bunbury.  
 Ph: 9725 5939  
 Fax: 9725 4900  
 Email: natasha.oke@dec.wa.gov.au

#### Location and Dates

To be advised. Venue to be confirmed.

#### Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

#### Modules/Units of competency

- PUAFIR313A Operate aerial support equipment



Training Accreditation Council  
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Nationally Recognised Training

# Courses in Corporate Training

## Human Resource Management The Role and Responsibilities of Members of Selection Panels

**E1248**

### Course Description

This one-day course is available to all employees. This would increase the effectiveness of selection panels and ensure continued compliance with legislative obligations.

The content of the course includes:

- An overview of the process.
- Information regarding legal requirements including the public sector standards and EEO legislation.
- Issues associated with the shortlisting of applicants.
- Interview techniques.
- Documenting interviews.
- Practical session.

### Contact

Ying Lim  
People Services  
Ph: (08) 9334 0229  
Fax: (08) 9334 0478  
Email: ying.lim@dec.wa.gov.au

### Venue

To be advised.

### Date

To be advised.

### Cost

To be advised.

## Individual Development and Performance Enhancement System (IDAPES) Training

**SI0648 LI0649**

### Course Description

This course is designed to provide supervisors and managers with the skills necessary to undertake performance management interviews for team members.

### Format

This is a one-day course and is conducted at work centres throughout the State.

### Methodology

The morning session is primarily theory and interactive discussion. The afternoon session is dedicated to role-playing and activities that enhance the theory.

### Key Subject Areas

- Guidelines and Policy.
- Setting objectives and goals.
- Conducting interviews.
- Rating scales.
- Giving positive feedback.
- Addressing poor performance and the legislation behind dealing with poor performance.
- Completion of all IDAPES forms.
- Role and responsibility of the supervisor.

### Who Should Attend?

All managers, supervisors, team leaders who have the responsibility of giving feedback to team members.

### Contact

DEC Training Centre, Dwellingup.  
Ph: (08) 9538 1200  
Fax: (08) 9538 1244

### Dates

As required.

### Cost

N/A.

## Job Application and Interview Skills

E0524

### Course Description

This course is designed to provide employees with an awareness of current job application and interview techniques and understanding of the requirements for effectively addressing job related selection criteria.

### Key Subject Areas

- Current requirement in the public sector.
- Skills and competency analysis.
- Writing a resume.
- Addressing selection criteria.
- Behavioural interview and the interview process.

### Contact

DEC Training Centre, Dwellingup.

Ph: (08) 9538 1200

Fax: (08) 9538 1244

### Venue

To be advised.

### Date

To be advised.

## Workplace Training Course

E1191

**This is a nationally recognised course delivered by an external provider.**

### Course Description

Successful completion of the five-day course in 'Workplace Training' will enable the participant to prepare, promote, deliver and review training. It is aimed at people for whom training in the workplace is a large part of their job, or a full job function within a structured training and assessment system.

These people would generally hold considerable responsibility for the training courses development and delivery. The course will prepare trainers for their role as change agents through the facilitation of learning.

As training is a developmental process, it is essential the trainer be actively involved in providing opportunities to assist trainees acquire knowledge, learn new skills, modify attitudes and behaviour to enhance and improve on the job performance. Active participation in the course will ensure vital skills and techniques are mastered and transferred to the work environment.

### Modules/Units of Competency

- TAAENV402A Foster and promote an inclusive learning culture
- TAADEL401A Plan and organise group based delivery
- TAADES402A Design and develop learning programs
- TAADEL301A Provide training through instruction and demonstration of work skills



Training Accreditation Council  
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Nationally Recognised Training

### Methodology

This five-day course would meet the needs of persons for whom training comprises the major component of their role and/or they manage the training function within an organisation. It is delivered in a practical workshop style designed to optimise the involvement of participants.

### Format

Five-day workshop.

### Key Subject Areas

The content of the course includes, but is not limited to:

- Role of the trainer.

- Adult learning principles.
- Facilitating group learning.
- Competency Based Training (CBT).
- Identifying competency needs.
- Planning and promoting training.
- Developing and documenting training material.
- Skills recognition.

### **Who Should Attend?**

Key training personnel with considerable responsibility for training courses, development and delivery.

### **Course Custodian**

Geoff Trott, Training Services Australia

### **Contact**

DEC Training Centre, Dwellingup  
Ph: (08) 9538 1200

### **Dates**

Dates can be found by visiting the Training Services Australia website at [www.tsa.wa.com.au](http://www.tsa.wa.com.au)

### **Cost**

\$915 per participant. Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel, (either at our Training Centre or another venue of the client's choosing). These workshops can be tailored to meet an organisation's specific requirements. Please note a minimum of six people is required for exclusive workshops

## **Workplace Assessment**

**E0910**

**This is a nationally recognised course delivered by an external provider.**

### **Course Description**

The five day 'Workplace Assessment' course facilitates the acquisition of skills by participants, which will enable them to judge the competency of individuals against prescribed standards of performance.

It is designed primarily for those in supervisory, line management or assessment roles, who are in regular contact with the categories of personnel (in terms of occupations and/or skills) being assessed and therefore conversant with the levels of skill as well as the environment in which they are to be applied.

The course, centring on Competency Based Assessment (CBA), explores techniques for gathering evidence of performance and ascertaining its validity as a measurement tool, against a given set of standards or competencies.

Methods of assessment, formats for recording assessments and storing the results of these are examined, as are mechanisms for providing effective feedback regarding performance measurement results to management, as well as the person(s) being assessed.

Participants are introduced to the concept of continuous assessment of performance and the linkage of competency based assessment to quality assurance, occupational health and safety, performance appraisal systems and procedures.

Additionally, a practical framework for ongoing identification of individuals' training and development needs are examined.

## Modules/Units of Competency

- TAAASS401A Plan and organise assessment
- TAAASS403A Develop assessment tools
- TAAASS402A Assess competence
- TAAASS404A Participate in assessment validation



## Methodology

The workshop is delivered in a practical style, designed to optimise the involvement of participants.

## Format

A five day Workshop.

## Key Subject Areas

The content of the course includes, but is not limited to:

- The role of an assessor.
- Competency Based Assessment (CBA).
- Key features of skills recognition.
- Establishing suitable assessment methods.
- Developing assessment tools.
- Planning, arranging and conducting a valid assessment.
- Format and essential requirements of an assessment report.
- Reviewing assessment procedures and techniques.

## Who Should Attend?

Primarily line managers, supervisors, trainers and assessors. The course would also be applicable to those intending to provide an assessment service.

## Course Custodian

Geoff Trott, Training Services Australia.

## Contact

DEC Training Centre, Dwellingup  
Ph: (08) 9538 1200

## Dates

Dates can be found by accessing the Training Services Australia website: [www.tsa-wa.com.au](http://www.tsa-wa.com.au)

## Cost

\$915 per participant. Special rates may be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel, (either at our Training Centre or another venue of the client's choosing). These workshops can be tailored to meet an organisation's specific requirements. Please note a minimum of six people is required for exclusive workshops

## Certificate IV in Training and Assessment

E1192

**This is a nationally recognised course delivered by an external provider.**

## Course Description

Due to Training Package restructuring the Certificate IV in Training and Assessment (TAA40104) has replaced the previous qualification in Workplace Training and Assessment (BSZ). Certificate IV in Training and Assessment now comprises of 14 units (which may be done in four separate blocks) over 15 days, followed by workplace assignments. For further details on the training go to [www.tsa-wa.com.au](http://www.tsa-wa.com.au)

This training facilitates the acquisition by participants of the knowledge and skills essential to assess the competency of individuals against prescribed standards of performance.

The course would generally benefit people who hold considerable responsibility for training course

development and delivery and who may be involved in the assessment process.

### Modules/Units of Competency

- TAAENV401A Work effectively in vocational education training
- TAADES401A Use training packages to meet client needs
- TAAASS401A Plan and organise assessment
- TAAASS403A Develop assessment tools
- TAAASS402A Assess competence
- TAAASS404A Participate in assessment validation
- TAAENV402A Foster and promote an inclusive learning culture
- TAADES402A Design and develop learning programs
- TAADEL401A Plan and organise group based delivery
- TAADEL402A Facilitate group based learning
- TAADEL301A Provide training through instruction and demonstration of work skills
- TAAENV403A Ensure a healthy and safe learning environment
- TAADEL403A Facilitate individual learning
- TAADEL404A Facilitate work-based learning



Nationally Recognised Training

### Methodology

The workshop is delivered in a practical style, designed to optimise the involvement of participants

### Format

A total of 15 day workshop.

### Key Subject Areas

The content of the course includes, but is not limited to:

- Role of the assessor and trainer.

- Competency based assessment and training.
- Key features of skills recognition.
- Establishing suitable assessment methods.
- Developing assessment tools.
- Planning, conducting and reviewing training and assessment.
- Format and essential requirements of an assessment report.
- Promoting training.
- Identifying competency needs.
- Adult learning principles.

### Who Should Attend?

Key training personnel with considerable responsibility for training course development, delivery, and who require knowledge of, or will be involved in, the assessment process.

### Course Custodian

Geoff Trott, Training Services Australia

### Contact

DEC Training Centre  
Ph: (08) 9538 1200

### Dates

Dates by visiting the Training Services Australia Website at [tsa-wa.com.au](http://tsa-wa.com.au).

### Cost

\$2860 per participant. Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel, (either at our Training Centre or another venue of the client's choosing). These workshops can be tailored to meet an organisation's specific requirements. Please note a minimum of six people is required for exclusive workshops.

## Conversing with Community

E1244

### Course Description

A workshop designed to help all Departmental employees and if

appropriate, their partners, deal effectively with controversy generated by local and State-wide issues involving the Department.

#### **Format**

Interactive workshop at local work centres

#### **Methodology**

Learning is drawn from presentations, interactive group work, discussion and role-plays and pre-workshop survey to assist customising the training to the local issues.

#### **Key Subject Areas**

- Models of Communications.
- Reflective responses, empathy and assertion.
- Diffusing anger and aggression.
- Strategies for not taking work based issues personally.

#### **Who Should Attend?**

Staff or teams who operate in controversial environments. Staff who are seeking to build trust and community relationships in an issue laden atmosphere.

#### **Course Custodian**

Tammie Reid  
Ph: (08) 9725 5948  
Email: tammie.reid@dec.wa.gov.au

#### **Dates**

As required.

#### **Cost**

To be advised.

### **Facilitation skills**

#### **Course Description**

The course introduces staff to the basics of working more effectively with individuals and groups. The program aims to further develop knowledge and skills for designing, facilitating and evaluating effective meetings and workshops in

order to produce useful and practical results.

#### **Format**

Two-day course.

#### **Methodology**

The training format will be a mix of theory, modelling and discussion supported by practice to embed the learning and test the processes.

#### **Key Subject Areas**

- Techniques to assist with planning projects/situations, making decisions and gathering information
- Ordering/ranking options and reviewing situations
- Team-building
- Establishing clarity of purpose, good design, resources, checklists and templates.

#### **Who Should Attend?**

All staff who involve and/or consult the community and other stakeholders will gain something from this course.

#### **Contact**

Sandra Franz  
Community Involvement Officer  
Public Affairs Branch  
Ph: 6467 5252  
Email: sandra.franz@dec.wa.gov.au

#### **Facilitator**

Colma Keating  
Dinkum Results

#### **Dates**

To be advised.

#### **Cost**

Approximately \$300 (may vary depending on number of participants).

### **Effective Conflict Management**

#### **Course Description**

This course is designed to cover the basics of managing conflict and encouraging dialogue and negotiation

with stakeholders and others. The course further instils confidence in participants through enabling understanding of personality behaviours and circumstances that can lead to conflict. It introduces staff to some useful tactics and techniques to manage and diffuse conflict and encourage dialogue.

#### **Format**

One-day course.

#### **Methodology**

The methodology includes practical workshops, role plays and group discussions.

#### **Key subject areas**

- Understanding the individuality of conflict.
- Understanding personal thinking preferences and how they contribute to conflict.
- Recognising and planning for conflict (Use of conflict resolution and negotiation matrix? Sounds like a specific tool/method to give credibility!).
- Handling the issue – recognising the tactics individuals will use.
- Looking for outcomes: not winners and losers.
- Looking forward – learning from experience.

#### **Who Should Attend?**

All staff who involve and/or consult the community and other stakeholders will gain something from this course.

#### **Contact**

Sandra Franz  
Community Involvement Officer  
Public Affairs Branch  
Ph: 6467 5252  
Email: [sandra.franz@dec.wa.gov.au](mailto:sandra.franz@dec.wa.gov.au)

#### **Dates**

To be advised.

#### **Cost**

Approximately \$180 (may vary depending on number of participants).

## **Presentation Skills**

#### **Course description**

This highly practical course is aimed at staff who are required to present information to groups of internal and external stakeholders as part of their role. The course covers the essentials of presentation skills including style, time management and data presentation.

#### **Format**

One-day course.

#### **Methodology**

The program teaches the art of presenting information meaningfully through demonstration, enactment, presentation and activity.

#### **Key Subject Areas**

- How to use visuals effectively (including PowerPoint).
- Stance, gestures, habits and strengths.
- Time management.
- How to interact with an audience and get direct response.
- How to read an audience so you can predict their needs and wants.
- How to get the audience to understand your viewpoint.
- The best way to use and prepare notes.
- How to balance information and maintain audience interest.
- How to handle the knocking knees and shaky voices.

#### **Who Should Attend?**

All staff who are required to present data/information to the community/stakeholders or their peers as part of their role.

#### **Contact**

Sandra Franz  
Community Involvement Officer  
Public Affairs Branch  
Phone: 6467 5252  
Email: [sandra.franz@dec.wa.gov.au](mailto:sandra.franz@dec.wa.gov.au)

**Facilitator**

David Price  
Walk Tall International

**Dates**

To be advised.

**Cost**

Approximately \$200 (may vary depending on number of participants).

## Risk Communication

**Course description**

Skills and techniques for clear, effective crisis communications and information dissemination. It can help prepare for meeting the important responsibility of communicating with the public both directly and successfully during a crisis.

This Risk Communication workshop aims to increase understanding of the theory behind risk communication, how to communicate to avoid community outrage, how to identify emerging issues and what you can do to mitigate community outrage if it occurs.

The courses is designed to give a framework for deciding priorities for decision-making by identifying which issues may reach the urgent or crisis point and when.

**Format**

Two-day course

**Methodology**

The course is a combination of theory, group discussion and case study work. The course utilises real life DEC examples.

**Key Subject Areas**

- General theory of risk communication.
- Methods to assess the size and significance of an issue.
- Ways of managing stakeholder engagement.

- Evaluating previous experiences at DEC.
- Identifies and discusses cultural/systemic issues at DEC.
- Case study application of theory and strategy to a real DEC case study.

**Who Should Attend?**

All staff who are or might involve and/or consult the community and other stakeholders will gain something from this course. Those working in high risk areas such as Fire Management, Pollution Response and Environmental Enforcement will particularly benefit.

**Contact**

Sandra Franz  
Community Involvement Officer  
Public Affairs Branch  
Ph: 6467 5252  
Email: sandra.franz@dec.wa.gov.au

**Facilitator**

To be advised.

**Dates**

To be advised.

**Cost**

To be advised.

## Public Participation

I0613

**Course Description**

A two-day workshop designed to:

- Equip staff with the skills and understanding to effectively implement public participation across a range of categories
- Build familiarity with the policy, strategy and manual as a basis for public participation planning and implementation.

**Format**

Two-day workshop.

### **Methodology**

This course is based upon presentation, case study, discussion and activity, drawing heavily upon the experience of the participants.

Conceptual frameworks, models and strategies are presented and participants are encouraged to question, relate the concepts to their own work and experiences and share ideas for good practice.

### **Key Subject Areas**

- Understanding the corporate position, policy and principles.
- Initiating and deciding on the appropriate categories and techniques.
- Exploring stakeholders and roles.
- Detailed planning, monitoring and evaluation.
- Developing judgements using the manual and planning frameworks.
- Exploring the experience that already exists within the Department.

### **Who Should Attend?**

This course is designed for Branch, Regional and District Managers, program leaders, members of regionally based projects and others who are in direct contact with community groups and processes.

### **Course Custodian**

Tammie Reid  
Ph: 9725 5948  
Fax: 9725 4351  
Email: tammie.reid@dec.wa.gov.au

### **Date**

As required

### **Cost**

To be advised.

## **Certificate III in Government - Purchasing Management**

**E1270**

### **Course Description**

This updated course provides entry-level qualifications for a career in the public service in simple purchasing.

It covers the required basic units of national competency including ethics, legislation and occupational health and safety and provides the necessary electives covering service and delivery, use of technology and organisation of information.

The course outlines the process of purchasing in the public sector, policy issues, credit card use, documentation and procedures, request for quotation documentation, Q A and customer service.

### **Contact**

External Consultants  
Laurie Lush  
Ph : (08) 93340118

### **Venue**

Perth

### **Date**

To be advised.

### **Cost**

\$495 includes lunch, refreshments and course manual

## **Certificate IV in Government – Procurement and Contracting**

**E0911**

### **Course Description**

Completion of all modules is required to complete this qualification.

This is a specialist qualification covering the competencies required for the

procurement of complex goods and services in the Public Service.

Each module provides comprehensive knowledge and understanding of the area covered. A prerequisite for this course is completion of the Certificate III in Government purchasing management.

**Contact**

External consultants  
Laurie Lush  
Ph: (08) 93340118

**Venue**

Perth

**Date**

To be advised.

**Module: Procurement Planning**

**I0107**

**Module Description**

This module covers the process of developing a procurement plan, including the planning process, research requirements, policies and principles, analysing the market, incentives, purchasing method, outputs, outcomes and measures, the tendering process, planning evaluation and contract management planning.

**Contact**

External consultants  
Laurie Lush  
Ph : (08) 93340118

**Venue**

Perth

**Date**

To be advised.

**Cost**

\$425 per person, includes lunch, refreshments and course manuals.

**Module: Introduction to Contracts and the Law**

**I0108**

**Module Description**

This module provides a sound legal framework in the development and management of Public Sector.

**Contact**

External consultants  
Laurie Lush  
Ph : (08) 93340118

**Venue**

Perth

**Date**

To be advised.

**Cost**

Approximately \$425 per person, includes lunch, refreshments and course manuals.

**Module: Specification and Tender Development**

**I0109**

**Module Description**

This module covers the process of requesting and receiving offers. It includes the process for request documentation, the tendering process, needs and outcomes, request methods, requirements, tender document types, planning a request document, quality issues, evaluating and receiving requests.

**Contact**

External Consultants  
Laurie Lush  
Ph: (08) 93340118

**Venue**

Perth

**Date**

To be advised.

**Cost**

\$425 per person, includes lunch, refreshments and course manuals

**Module: Contract Award****I0111****Module Description**

This module covers the tender evaluation process, including the role of evaluation, evaluation techniques and methodologies, evaluation of offers, communication and negotiation, reports, records and documentation.

**Contact**

External consultants  
Laurie Lush  
Ph: (08) 93340118

**Venue**

Perth

**Date**

To be advised.

**Cost**

\$425 per person, includes lunch, refreshments and course manuals

**Module: Contract Management****I0112****Module Description**

This module covers the process of contract management including contract analysis, roles and responsibilities, evaluation and feedback in the areas of transition, operation, completion and evaluation of contracts.

**Contact**

External consultants  
Laurie Lush  
Ph: (08) 93340118

**Venue**

Perth

**Date**

To be advised.

**Cost**

\$425 per person, includes lunch, refreshments and course manuals

**Module: Disposal of Assets****I0113****Module Description**

This module covers disposal of assets in the Public Sector environment and includes identification of assets for disposal assets with special needs and development and implementation of disposal strategies.

**Contact**

External consultants  
Laurie Lush  
Ph: (08) 93340118

**Venue**

Perth

**Date**

To be advised.

**Cost**

\$220 per person, includes lunch, refreshments and course manuals

**Module: Contract Negotiation****I0116****Module Description**

This module provides a comprehensive knowledge and understanding and practice of the role of negotiation in the procurement process.

**Contact**

External consultants  
Laurie Lush  
Ph: (08) 93340118

**Venue**

Perth

**Date**

To be advised.

**Cost**

\$425 per person, includes lunch, refreshments and course manuals

## Module: Risk Management

I0118

**Module Description**

This module covers risk policy, context, awareness, planning to manage risk, contingency plans, the evaluation of performance and risk management processes.

**Contact**

External consultants  
Laurie Lush  
Ph: (08) 93340118

**Venue**

Perth

**Date**

To be advised.

**Cost**

\$425 per person, includes lunch, refreshments and course manuals.

## Working More Effectively with Groups - A Public Participation Toolkit

E1246

**Course Description**

A two-day workshop, introducing some common and effective facilitation techniques to enable groups to resolve issues and plan more effectively together. The workshop content will include conflict resolution, working with

difference and will be based upon the public participation challenges and experiences of the participants. The workshops will be held at a centralised location depending on demand.

**Format**

Two-day workshop.

**Course Custodian**

Tammie Reid  
Ph: (08) 9725 5948  
Email : tammie.reid@dec.wa.gov.au

**Venue**

Metropolitan venue.

**Dates**

Mid year.

**Cost**

To be advised.

## Tools and Techniques for Public Participation

I0698

**Course Description**

A two-day workshop that provides an introduction to a range of different practical tools and techniques for all levels within the public participation spectrum.

It encourages participants to model a number of techniques, looks in depth at advisory committees and groups. It includes overviews of tools and techniques and provides a very useful tip sheet, which has detailed information on selecting, implementing and evaluating a broad range of participation activities.

**Format**

Two-day workshop.

**Course Custodian**

Tammie Reid  
Ph: (08) 9725 5948  
Email: tammie.reid@dec.wa.gov.au

**Venue**

Kensington Training Centre.

**Dates**

Mid year.

**Costs**

To be advised.

**Introduction and Overview of  
Public Participation – A  
Condensed Version of the Two-  
day Introductory Workshop**

**I0699**

**Course Description**

A two-hour interactive presentation to introduce and update the Department's public participation framework and strategy and to explore the expectations and impacts this has for participants.

Public participation is a practical way of involving the community in the Department's activities.

It is a strategy for involving others in Departmental decision making with the intention of achieving better conservation and participation outcomes for all.

The presentation will include current and local examples of public participation, and will highlight the resources and support that underpin this new strategic direction for the Department.

A facilitated discussion focused on the implications this has in the workplace and for participants, will conclude the presentation.

**Format**

Two-hour presentation.

**Venue**

At work centres.

**Dates**

As required.

**Course Custodian**

Tammie Reid

Ph: (08) 9725 5948

Email: Tammie.Reid@dec.wa.gov.au

**Costs**

N/A.

**Best Practice in Project  
Management**

**I0677**

*Please note: this course is under review for 2007*

**Course Description**

It is anticipated that this course will aim to train Departmental staff in the best practice processes associated with management of projects of a medium to large scale. This is to ensure effective and consistent management of projects which our staff deals with across the Department.

**Key Subject Areas**

It is expected that this course will provide information covering subjects such as:

- a working knowledge of best practice in project management, as applied by the Department, including an understanding of project planning and control procedures, resource management, and risk management;
- an understanding of basic methodologies, techniques and tools required to support effective project management;
- an understanding of the roles and responsibilities of those that contribute to the management of projects;
- the opportunity to share project management ideas with other Department staff, with a view to learning from the experience of others; and

- an ability to effectively participate in projects and, with appropriate experience and skills, to manage the Department's projects.

### **Who Should Attend?**

This course will be designed for staff involved with the planning and management of Departmental projects of a medium to large scale.

### **Course Custodian**

To be advised.

### **Contact**

Ashley Millar  
Learning and Development Officer  
DEC Training Centre, Dwellingup.  
Ph: 9538 1200  
Email: ashley.millar@dec.wa.gov.au

### **Dates and Costs**

To be advised.

## **Customer FOCUS: Improving the way we do business**

**10700**

### **Course Description**

A series of training and development workshops designed to impart awareness and competency in developing the working relationships conducive to collaboration and co-operation with both internal and external customers. The emphasis is on a team approach to customer service delivery.

## **Module 1: Excellence in Customer Service**

### **Module Description**

A six-hour workshop designed to introduce the concepts of customer focus, covering aspects such as internal and external customers, dealing with difficult customers, communication tips and techniques, and personal style assessments.

The course is built on actual scenarios from the workplace where which the training takes place. This course is part of the graduate recruit/trainee training program and can be adapted for any work place.

### **Venue**

DEC Training Centre, or can be delivered at other work centres upon request

### **Contact**

Tammie Reid  
Ph: (08) 9725 5948  
Email: tammie.reid@dec.wa.gov.au

### **Costs**

To be advised.

## **Module 2: Front Counter Image**

### **Module Description**

This course is part of the PSTP Administration training package and identifies the client focus related values, policies and performance benchmarks reflected in the DEC strategic plan 2003-2005.

The training helps participants to identify their own role and responsibilities in maintaining a client focus and concentrates on the following areas.

1. Rationalising the relationship between DEC image and client perceptions of DEC.
2. Identifying and defining client needs.
3. Maintaining client focus.
4. Reviewing and monitoring client service.

### **Venue**

Kensington Training Centre/DEC Training Centre, Dwellingup.

### **Dates**

February, and as requested.

### **Costs**

To be advised.

**Contact**

Tammie Reid  
 Ph: (08) 9725 5948  
 Email: tammie.reid@dec.wa.gov.au

## Department of the Premier and Cabinet Leadership Development Strategy

**Description**

Leadership development is a top priority for Government. The modern public sector manager and leader needs assistance acquiring new skills and developing new ways of thinking to be successful within increasingly complex and shifting environments. To meet this need the Department of Premier and Cabinet has developed the new Leadership Development Strategy (LDS) that addresses issues that impact Level 7 to Class 4 leaders of today and tomorrow. It is designed to provide clarity and consistency for sector-wide leadership development as well as offer assessment tools and educational programs for agencies to tap into when implementing their organisation-specific development strategies.

One of the main components of the new LDS is the provision of series of Leadership Skills Workshops designed to help participants enhance their professional skills, abilities and behaviours.

Workshops include (but are not limited to):

### **1. Public Sector Leadership: Current Issues, Future Trends**

**Key Subject Areas**

- What is new public management?
- What is driving change in the world?
- Public sector reform trends.
- What problems are Western Australian public servants facing?
- Future leadership challenges

**Format**

One-day workshop.

**2. Influencing skills****Key Subject Areas**

- Contemporary approaches to policy development and public sector management.
- Influencing management issues.
- Influencing policy issues.
- Different perspectives.

**Format**

One-day workshop.

**3. Innovation and Strategy Workshop****Key Subject Areas**

- Theory and practice of innovation.
- Developing the innovative organisation.
- Intellectual property management.
- Innovation management strategies.

**Format**

One-day workshop.

**3. Leading Public Sector Reform****Key Subject Areas**

- The policy drivers of reform.
- Challenges for leaders in reform.
- Introduction to the Hicks review.
- Creating and leading an adaptable organisational culture.

**Format**

One-day workshop.

**4. Managing Performance****Key Subject Areas**

- The history and intent of performance management.
- Leadership perspectives in managing performance
- Aligning the Department's and individuals' needs and priorities.
- Managing performance through coaching.
- Psychological contracts, power and status in coaching.
- Communication Skills and feedback skills in coaching.

- Research and evidence based coaching outcomes.

**Format**

One-day workshop.

**5. Stakeholder Management and Community Consultation**

**Key Subject Areas**

- Contemporary approaches to government-community relationships.
- Policy framework for stakeholder management/community consultation in the WA public sector.
- Managing community relationships
- Networks and policy communities
- Managing relationships with other levels of government.
- Indigenous affairs, law and order.

**Format**

One-day workshop.

Regular Workforce Development Calendars which include a selection of programs, seminars and workshops are made available to public sector agencies through the PSWA Announce mailing.

# Courses in Cultural Development

## Professional Development Cultural Experience

### Description

This course is a one day 'on country' program that takes DEC staff through the story of creation and provides the necessary information to gain a level of understanding of the Aboriginal dreaming, land management practices and beliefs.

### Expected Outcomes

As a result of this day DEC staff will have an opportunity to view an area of importance to local Aboriginal people. The day will include an insight into the local Aboriginal dreaming, bush tucker and bush medicine and a registered Heritage Site.

### Format

Full-day experience.

### Methodology

This course is based on presentation, discussion. And includes written evaluation.

### Key Subject Areas

The Professional Development Cultural Experience has been designed to provide DEC staff with another opportunity to learn more about local Aboriginal cultures.

### Who Should Attend?

All DEC Staff.

### Prerequisites

No prerequisites.

### Contact and facilitator

Denise Griffith  
Indigenous Heritage Unit  
Ph: (08) 9334 0564  
Email: denise.griffith@dec.wa.gov.au

### Cost

No cost associated with this course.

### Venue

Offered predominately out of Kensington.

### Date

Offered five times per year.

## Cross Cultural Awareness Program

E1237

*Please note: This course is under review for 2007.*

### Course Description

It is anticipated that this will be an introductory one or two-day workshop offering reconciliation through cultural awareness. This course will be designed as part of a longer-term organisational training strategy to assist staff to develop more productive working relationships with Indigenous Australians.

### Key Subject Areas

It is expected that this course will provide information on subjects such as:

- cultural diversity within the workplace;
- indigenous cultural awareness;
- protection and maintenance of areas of cultural significance;
- interaction with Indigenous colleagues;
- interaction with local Indigenous communities; and
- significance of Indigenous involvement in conservation issues.

### Format

It is envisaged that the program will be delivered over two consecutive days, within the normal workplace framework of a maximum eight-hour work day.

The training program will involve groups of approximately 20–25 staff, with consideration for repeat programs to

involve groups of a similar size across the State.

The Department will consider the possibility of a panel of providers to deliver the program in locations that are more culturally acceptable to the local Aboriginal people and the provider.

### **Who Should Attend?**

The Cross Cultural Awareness training is an important strategy in ensuring that non-Indigenous staff have the support and understanding to work with their Indigenous colleagues. Consequently, the program will be provided to ALL our staff as required and will be delivered strategically across the organisation in work centres that will host Indigenous employees.

### **Course Custodian**

To be advised.

### **Contact**

Ashley Millar  
Learning and Development Officer  
DEC Training Centre, Dwellingup,  
Phone: 95381200  
Email: ashley.millar@dec.wa.gov.au

### **Date**

To be advised.

### **Cost**

All accommodation, meals, venue and equipment hire costs associated with the program delivery will be organised and paid for by the Department.

## **Aboriginal Heritage Training**

**I0623**

### **Course Description**

The Aboriginal Heritage Training Course provides DEC staff with an understanding of the *Aboriginal Heritage Act 1972* and skills to identify and protect Heritage Sites in the course of planning and on ground works.

### **Expected Outcomes**

As a result of this training participants will have knowledge of:

- traditional belief and practices;
- outline of key site types;
- stone artefact Identification;
- rock art recording and identification;
- recording Aboriginal sites (includes practical exercise);
- principles of consultation;
- register of Aboriginal sites;
- legislation protecting Aboriginal sites;
- managing heritage places;
- archaeological and ethnographic surveys; and
- information and funding resources.

### **Format**

Aboriginal Heritage Training is a two-day course with field visits.

### **Methodology**

The program consists of lecture presentations and relevant field trips. Participants are encouraged to identify sites.

### **Key Subject Areas**

The *Aboriginal Heritage Act 1972* protects all Aboriginal sites on the register and any additional sites that have not been registered. DEC has legal obligations under the *Aboriginal Heritage Act 1972* which requires that Heritage Site searches are conducted prior to any on ground works commencing. The Minister for Indigenous affairs is responsible for the administration of the Act. The Act covers fines of up to \$50,000 for impacting on an Aboriginal Heritage Sites.

### **Who Should Attend?**

The Aboriginal Heritage Training Course is suited for all Departmental personnel. Completion of the Aboriginal Cultural Awareness course should be considered before the Aboriginal Heritage Training Course.

**Prerequisites**

Not essential but prior participation in Cross Cultural Awareness Training or DEC Staff Cultural Professional Development will assist in developing a more comprehensive understanding of the Aboriginal Heritage Training program.

**Contact and facilitator**

Tania Donovan  
Indigenous Heritage Unit  
Ph: (08) 9334 0411  
Email: tania.donovan@dec.wa.gov.au

**Cost**

\$150 per participant.

**Venue**

To be advised.

**Date**

As required.

**Working with Aboriginal Communities****Description**

DEC staff will increasingly be required to work with more Aboriginal people as colleagues and as land managers. As such, this course will provide Departmental staff with skills enabling them to work with Aboriginal people more effectively.

**Expected Outcomes**

The course will assist DEC staff to broaden their skills in working with Aboriginal people. Staff at the completion of the course will have skills in identifying whom to consult, personal and cultural protocols.

**Format**

Full day classroom based.

**Methodology**

This course is based on presentations, discussion, role play and a written evaluation.

**Key Subject Areas**

- Why we need to consult with Aboriginal people.
- Who to consult.
- What to consider when consulting.
- Cultural Protocols.
- Personal Protocols.

**Who Should Attend?**

All DEC Staff.

**Prerequisites**

No prerequisites.

**Contact and facilitator**

Tania Donovan  
Indigenous Heritage Unit  
Ph: (08) 9334 0411  
Email: tania.donovan@dec.wa.gov.au

**Cost**

\$100 per participant and travel to locations.

**Venue**

DEC Training Centre, Dwellingup.

**Date**

As requested. Offered to Graduate Recruits and Aboriginal Trainees during block training in Dwellingup.

**Heritage Management and Planning Course****E1198**

**This is a nationally recognised course delivered by an external provider.**

**Course Description**

The Heritage Council of WA, in conjunction with the Research Institute for Cultural Heritage, presents an intensive, practical course specifically aimed at planners.

**Key subject areas**

The course will cover important issues including:

- Heritage legislation and how it works.
- Heritage and the role of local government (including Municipal Inventories).
- The development referral process.
- Heritage agreements: what are they and how do they work.
- Registration, what does it mean?
- Conservation plans: what are they meant to achieve.
- Heritage funding and incentives.

Additionally, the course involves practical case study tours where many of the above issues are covered in sessions held at heritage buildings.

### **Who Should Attend?**

The course has been designed for those professionals who have a general knowledge of heritage but wish to enhance their knowledge of the decision-making processes involved.

### **Contact**

DEC Training Centre, Dwellingup  
Ph: (08) 9538 1200

### **Venue**

To be advised.

### **Date**

Usually coincides with the end of the financial year – i.e. last week in June/first week in July (see the Heritage Council's website closer to this time for details – [www.heritage.wa.gov.au](http://www.heritage.wa.gov.au))

# Courses in Licensing and Regulation

## Industry Licensing Training Course

### Course Description

Environmental regulation is a broad and complex discipline that requires an understanding of a wide range of issues and concepts. Officers coming into industry licensing with DEC need to develop their skills to ensure that they apply the requirements of the Environmental Protection Act effectively, efficiently and intelligently. This course addresses these requirements.

### Key Subject Areas

This training course has a number of objectives. In summary, the aim of this course is to provide licensing officers with:

- an understanding of what regulation is, what forms it can take, and the strengths and weaknesses of various kinds;
- a comprehensive understanding of the regulatory tools available to them under the Environmental Protection Act;
- an appreciation of the philosophical and policy basis for regulation of industry in WA; and
- some understanding of the tools which can be used to assess the significance of industrial emissions and make decisions about regulatory controls, monitoring and reporting.

### Who Should Attend?

This course is compulsory for any officer involved in industry licensing.

### Format

Three consecutive days.

### Cost

For details regarding the cost of this course, contact Julie Dean, Environmental Regulation Branch, on 9222 7031.

### Contact

Julie Dean  
Environmental Regulation Branch  
Ph: (08) 9222 7031.

## Litter Officer Training Course

### Course Description

Authorised officers under the *Litter Act 1979* are empowered to enforce the provisions of this Act and need to be fully aware of what powers they have and how best to use them. DEC officers need to develop their skills to ensure that they apply the requirements of the Litter Act effectively, efficiently and intelligently. This course addresses these requirements.

### Key Subject Areas

This training course has a number of objectives. In summary, the aim of this course is to provide 'littering' officers with:

- an understanding of the intent of the Litter Act;
- a comprehensive understanding of the regulatory tools available to them under *the Litter Act*;
- what an officer should do when he/she observes littering/illegal dumping occurring.

### Who Should Attend?

This unit is compulsory for any officer authorised under the *Litter Act 1979*

### Duration

Two hours.

### Contact

Geoff Fulford

Environmental Enforcement Unit/Keep  
Australia Beautiful Council  
Ph: (08) 6364 6941

### **Pollution Response Unit – First Responder Awareness Training Course**

#### **Description**

This course is an 'awareness level' course designed to provide attendees with the necessary skills to recognise a hazardous situation and take the necessary first response actions to keep themselves safe, contact the right people and provide critical information that can assist with minimising the risk to the community, responders and the environment.

#### **Who Should Attend?**

Anyone who may encounter hazardous materials in responding to odour, noise, environmental or animal related complaints, inspecting commercial or industrial premises, investigating or responding to pollution issues or illegal dumping, and those who may be first on the scene of an incident.

#### **Duration**

Four hours.

#### **Format**

Presentation by a qualified and experienced DEC Pollution Response Officer, with practical sessions and demonstrations of safety equipment.

#### **Key Subject Areas**

Four modules:

- Recognition of hazards.
- Response Safety and scene management.
- Basic toxicology.
- Basic PPE.

This course is not accredited however it does meet the requirements of the

United States Environmental Protection Agency for hazardous materials.

#### **Contacts**

Dr Jimmy Seow  
Manager Pollution Response Unit  
Ph: 6364 6500  
Email: jimmy.seow@dec.wa.gov.au

Ken Raine  
Manager Response and Audit  
Ph: 6364 6500  
Email:  
ken.raine@environment.wa.gov.au

### **Regulatory Officers Training Course**

#### **Description**

The Regulatory Officers Training Course is held up to four times per year at the Western Australian Police Academy in Joondalup. Staff who attend this course are generally Departmental employees who are required to be an authorised officer under the provisions of legislation administered by the Department.

#### **Key Subject Areas**

- Introduction to Criminal Law.
- Evidence – Criminal Responsibility Defences, Parties to Offences.
- Confessional Evidence.
- Investigative interviewing.
- Investigation theory and Practice.
- Incident Scene Theory.
- Statements.
- Case Management.
- Powers and Responsibilities.
- Incident Scene Forensic.
- Enforcement and Prosecution.
- Incident Response (provided by Response and Audit Branch).
- Scenario practical.
- Courtroom practical.

#### **Who Should Attend?**

Any officer involved in industry or water licensing or any other regulatory function

who has not attended a course in the past.

**Expected Outcomes**

Principles of regulation, enforcement, investigation, compliance, evidence collection, powers of relevant legislation, inspectors cards, other authorisations.

This is competency based training and staff who successfully complete this course will be issued with their legislative authorisations and will also have the opportunity to apply for credits towards the nationally recognised qualification, Certificate IV in Government (Investigation).

**Cost**

For details regarding the cost of this course, contact Kym Squires (08) 6364 6421.

**Duration**

10 days over two consecutive weeks.

**Contact**

Kym Squires  
Training Coordinator  
Ph: 6364 6421  
Email: [kym.squires@dec.wa.gov.au](mailto:kym.squires@dec.wa.gov.au)

# **Courses in Management and Leadership**

**Part E**

# Courses in Management and Leadership

## Business Services Training Package

### Description

The Business Services Training Packages offers formal training to the Department's administrative and clerical people. The training consists of two weeks supplementary, DEC-specific training.

Participants may, once the two weeks training is finalised, choose to undertake a Certificate III in Business or a Diploma of Business. By taking advantage of this training package, the skills and qualifications that can be achieved will set a pathway for your personal development.

### Format

The training is delivered over 10 consecutive days in a practical style, designed to optimise the involvement of participants.

### Key Subject Areas

The content of the course includes, but is not limited to:

- Oracle.
- Concept.
- Fleet Systems.
- Output Based Management.
- Accounts Payable.
- Accounts Receivable.
- Revenue.
- General Ledger.
- Assets.
- Petty Cash.
- Travel Claims.
- Corporate Card.
- Cab charge.
- Pay GL Reports.
- Supply Procedures.

- Records Management.
- Microsoft Excel – Pivot Tables.
- Code of Conduct, Code of Ethics and Good Working Relations.
- DECSafe.
- Health and Fitness Training.
- Customer Service.
- Front Counter/Corporate Image.

### Who Should Attend?

Administrative and clerical personnel currently employed by the Department, or those wishing to move towards a career in this area should attend this training.

### Dates

Dates can be found by visiting the People Services Home Page.

### Cost

The cost of training is covered by a central training budget, however, cost centre managers will be required to cover costs of travel and normal salaries during the course of the training.

### Contact

For further information please contact  
Tamie DuBarrie  
RTO Compliance Officer  
DEC Training Centre, Dwellingup  
Ph: (08) 9538 1200  
Email: tamera.dubarrie@dec.wa.gov.au

## Certificate III in Business

**This is a nationally recognised course delivered by an external provider.**

### Description

Successful completion of the 'Certificate III in Business' course will equip

participants with the skills to work effectively in an organisation.

**BSBCM302A - Organise personal work priorities and development** (includes time management, ethics, taking personal responsibility for work and outcomes and as part of a team).

**BSBFLM302A - Support leadership in the workplace** (includes understanding aspects of leadership and teamwork, principles of supervision, delegation, etc.).

**BSBFLM303A - Contribute to effective workplace relationships** (includes aspects of communication, how people work differently, have different strengths/perspectives and how one takes account of this when dealing with individuals, understanding gender variations/perspectives in dealing with people, etc.).

**BSBFLM305A - Support operational plan** (includes understanding an organisation's strategic plan and other dept. functions - budget, etc.).

**BSBCM310A - Deliver and monitor a service to customers** (covers aspects of customer service internal and external and linking that to good business principles and effective functioning of the work environment and the Department).

**BSBCM312A - Support innovation and change** (focuses on understanding, working with and coping with aspects of change in organisations).

**BSBCM311A - Maintain work safety**

#### **Format**

The program is delivered by an external provider, PDT Consulting and is delivered utilising 4–6 contact days and written assignments over an 8–10 month period. The contact days are delivered in a practical style, designed to optimise the involvement of participants.

#### **Key Subject Areas**

The content of the course includes, but is not limited to:

- time management;
- ethics;
- team work;
- leadership;
- communication;
- customer Service;
- understanding Strategic Plans;
- coping with change;
- working safely; and
- adult learning principles.

All personnel who are interested in career or personal development should attend this course.

#### **Dates**

To be advised

#### **Costs**

Costs are covered by a central training budget. However, Cost Centre Managers will be required to cover normal time salaries and travel costs.

#### **Contact**

For further information please contact  
Tamie DuBarrie  
RTO Compliance Officer  
DEC Training Centre, Dwellingup  
Ph: (08) 9538 1200  
Email: [tamera.dubarrie@dec.wa.gov.au](mailto:tamera.dubarrie@dec.wa.gov.au)

#### **Units of Competency**

The course incorporates the following nationally endorsed Units of Competency:

- BSBCM302A Organise personal work priorities and development
- BSBFLM303A - Contribute to effective workplace relationships
- BSBCM310A - Deliver and monitor a service to customers
- BSBCM312A Support innovation and change
- BSBFLM302A Support leadership in the workplace

- BSBFLM305A Support operational plan
- BSBCMN311A Maintain work safety



Nationally Recognised Training

## The Diploma of Business

E1241

### Description

The Department has been among one of the first organisations in Australia to take part in a nation wide initiative aimed at developing and supporting those people at the coalface of managing teams and projects. The training program is called the Diploma of Business. Since 1998, one hundred and fifty Departmental people have completed the Diploma.

### Who Should Attend?

The program is aimed at frontline managers which include office managers, team leaders, supervisors, leading hands, first line managers, coordinators, supervisors, forepersons.

### Key Subject Areas

The Diploma program is about the responsibilities of leading, managing and influencing a group of workers. These responsibilities include the number of people they manage, the environment in which they work the resources they are accountable for and the sort of daily tasks they carry out. The 11 modules are:

1. Managing Yourself
2. Communication
3. Decision Making
4. Motivation and Job Design
5. Recruitment and Selection
6. Development and Appraisal
7. Leadership and Power
8. Managing Difference
9. Structures and Networks

10. Culture and Quality

11. Managing Change

### Format

The Challenger TAFE (Fremantle) delivers the program over an intense eight-month period. The Diploma is a world class and competitively priced program, which includes material, which has been developed specifically for open/distant learning. On successful completion of the program learners will be awarded the Diploma of Business.

### Units of Competency

Murdoch University recognises units from the Diploma to articulate into undergraduate or postgraduate management courses.

Workshops can be delivered as either open programs or as in-house programs.

### Cost

The cost is funded by the DEC Training Centre, via a central budget. However, if the participant withdraws from the program, the full cost of \$2000 will be incurred by the individual's cost centre.

### Contact

Tamie DuBarrie  
 RTO Compliance Officer  
 DEC Training Centre, Dwellingup  
 Ph: (08) 9538 1200  
 Email: [Tamera.dubarrie@dec.wa.gov.au](mailto:Tamera.dubarrie@dec.wa.gov.au)

# Accessing the Australian Training Register

Part F

# Accessing the Australian Training Register

## The Australian Training Register (ATR)

The system is an electronic register for training courses and resources available for all Departmental staff to access through contacting the Training Staff, at Dwellingup.

## Background information

The ATR is a computer database listing 70,000 public access training programs, courses, conferences and seminars and updated every month. The system also has the capacity to reference over 10,000 training resources eg films, videos, training packages and calendars. Considering the extensive range of the system, Departmental staff should begin to think of this as their source of information on the various courses offered by external providers in the conjunction with the Training and Development Manual.

## Training Register Search

The operator can select courses by category, key word, title, provider, date, and location or any combination of these search parameters. The ATR system searches the register for all the courses seminars, workshops and conferences that meet the identified selection criteria.

Information about courses is displayed initially with:

- course title,
- duration and cost, and
- location and date.

## Updates

The ATR is updated every month via computer discs. The system has a default capacity, which ensures the system collapses if DEC does not renew its subscription annually.

Staff are encouraged to contact the training officers at the DEC Training Centre, for further information on accessing any of the 70,000 courses or 10,000 training resources available on the register.

For more information, please contact:

DEC Training Centre,  
Acacia Rd, Dwellingup, 6213  
Ph: (08) 9538 1200  
Fax: (08) 9538 1244

# Undergraduate and Postgraduate Courses

Part G

# Undergraduate and Postgraduate Courses

## Undergraduate Courses

Undergraduate courses are available in a range of diverse disciplines. Many of these programs can be accessed through Distance Education and Open Learning. Below is a sample of the programs available in natural and cultural resource management. However, information on a range of diverse programs in a variety of disciplines (e.g. management, information technology, tourism and leisure studies) can be accessed via the Training Centre, Dwellingup. Please contact the Training Staff for information regarding any of the undergraduate courses available.

## Certificate II, III, and IV in Conservation and Land Management

These courses are designed to meet the requirements of Departmental personnel seeking to improve their performance and develop their careers. The courses aim to provide theoretical and practical skills relevant to land and natural resource management/rehabilitation/revegetation/park customer relations.

General information:

- Modules in the courses are offered in face to face and external modes.
- Work projects and tasks can contribute to module competencies and can be assessed at the workplace by arrangement.
- Enrolment in modules taken externally can be done at any time of the year.
- Enrolment forms are available from the Training Centre Dwellingup.
- Entrance to the courses are restricted to permanent Departmental personnel.

## Postgraduate Courses

With more and more private enterprise managers undertaking Master of Business Administration (MBA) and other business courses, management education is becoming an essential companion on the management career path. Departmental managers and staff aspiring to fulfil middle to senior management roles should seriously consider enrolling in Postgraduate Management studies.

Perhaps the most important message about management education is the need to shop around for the course that really suits the individual, and the individual's career aspirations. This is especially true in these times of uncertain budgetary climate for higher education, with costs of courses likely to increase.

Departmental staff wishing to pursue the management field of study should contact the Training Staff at Dwellingup for information on the programs available for both on campus and Distance Education modes.

The training staff can also access up to 6,000 postgraduate programs, in a range of diverse disciplines (eg. science, information technology) that are available throughout Australia.

For more information, please contact:

DEC Training Centre,  
Acacia Rd, Dwellingup, 6213

Ph: (08) 9538 1200

Fax: (08) 9538 1244

# Scholarships

Part H

# Scholarships

DEC supports continuous learning for all our people. A number of scholarships and study assistance programs are in place to assist all Departmental people to attain recognised qualifications through formal study.

Qualifications in the workforce are increasing in importance as jobs become more complex and subject to greater change. Combining work and study has become popular and an important method of developing careers.

The Department recognises the significant commitment, which is needed to successfully study part-time. The Department's scholarship program is designed to provide support, incentive and recognition to those who make the commitment.

## **Benefits to the Department**

Study is an important aspect of all Departmental personnel development, which helps lay the foundations for a motivated, professional and highly skilled workforce. The Department recognises this and has made a commitment to invest significantly in the education and development of all Departmental people.

## **Benefits to all Departmental people**

There are three main types of direct benefits available to all Departmental people:

- Study leave.
- Financial Assistance.
- Recognition and reward.

The scholarships that are offered by the Department include:

- Executive Director's Scholarship for Study Assistance.
- Leadership Scholarship.
- Sciences Scholarship.
- Executive Director's Career Development Scholarship.
- Scholarship for all Departmental Women.

These scholarships are offered on a yearly basis with applications closing in September or October each (specific date for 2008 scholarships to be advised).

Further details regarding these scholarships and applications forms can be accessed from the Dwellingup Training Centre or at <http://calmweb.calm.wa.gov.au/drb/csd/hrb/training/scholarships.doc>.

Alternatively, please contact:

Pauline Goodreid

Project Officer (Learning Programs)

Ph: (08) 9538 1200

Email: [pauline.goodreid@dec.wa.gov.au](mailto:pauline.goodreid@dec.wa.gov.au)

# International Exchange Program

Part I

# International Exchange Program

The Director General is pleased to announce an exciting and challenging learning and development opportunity for Department of Environment and Conservation (DEC) staff – an international exchange program with two agencies of the US Department of the Interior (DOI), the Bureau of Land Management (BLM) and the US National Parks Services (USNPS).

The Program offers up to five DEC staff the opportunity to travel to the US and work with the BLM or the USNPS for a five month period (March–July). In the exchange, up to five US representatives will travel to WA and spend five months in DEC work centres across the State.

The benefits of the exchange include applied training, experience and an increased awareness of conservation issues internationally.

Permanent Departmental staff from all levels and functions within the organisation who have demonstrated the required leadership qualities, skills and work ethic will be considered for the exchange.

This is an exciting opportunity for the Department and its staff. The relationship with the DOI will provide rigour and a more strategic approach to the Department's existing Exchange Program and will provide experiential learning opportunities in conservation.

The International Exchange Program is offered annually with applications closing in September–October (specific date for 2008 to be advised).

Full details regarding the International Exchange Program and the application form can be accessed from the, Dwellingup Training home page or at: <http://calmweb.calm.wa.gov.au/drb/csd/hrb/training/international%20exchange%20guidelines.pdf>.

Alternatively, please contact:

Pauline Goodreid

Project Officer (Learning Programs)

Ph: (08) 9538 1200

Email: [pauline.goodreid@dec.wa.gov.au](mailto:pauline.goodreid@dec.wa.gov.au)

# Self-directed Education and Training

## Videos and workbooks

The Department supports progressive educational concepts, such as self-directed learning, particularly when distance, time and cost do not allow Departmental people to attend metropolitan or regional training Programs. To this end, the Department has been looking for ways to bring training courses to as many Departmental people as possible. This is accomplished by the purchase of a library of training videos and manuals for distribution to workplace centres.

The video titles are listed below:

- How to Successfully Manage your Time.
- Team Building - a Positive Approach.
- Effective Report Writing.
- Performance and Development Review (Parts I and II)
- Coaching for Improved Performance
- Delivering Successful Presentations
- Telephone Essentials
- Better Business Letters
- The Power of Mentoring
- UGRs – Creating a Service Revolution

Contact:

DEC Training Centre, Dwellingup

Ph: (08) 95381200

## Online Learning Opportunities

The Department has also developed four online learning programs for the convenience of all Departmental employees. The program details are as follows:

- **Improving Staff Performance**
- **Giving Feedback**
- **Workplace Discrimination**
- **Record Keeping Awareness**

These online courses provide an in-depth coverage of the topics using on-screen information, self-diagnostics, exercises, templates and checklists to effect learning. The online courses take between 30 minutes and two hours to complete. The online courses also contain online self-assessment for immediate and impartial feedback. Some of the attributes of the programs are:

- **Onscreen information**

Well presented with the aid of pictures and diagrams.

- **Self diagnostics**

Multiple choice questions with immediate results and interpretation of your performance.

- **Exercises**

Are given to complete and reinforce the theory, normally in the form of a worksheet.

- **Templates**

Useful templates that can be used in the workplace to effect effective management.

- **Checklists**

To follow your progress through the training, particularly if you do it over more than one session.

- **Assessment**

10 Multiple choice questions. Results are immediate and questions that you got right and wrong identified with links to relevant text.

Departmental employees wishing to participate in these online learning opportunities, to provide feedback on the usefulness of the programs or for any other enquiries should contact:

Peter Hill

DEC Training Centre, Dwellingup

Ph: (08) 9538 1200

Email: [peter.hill@dec.wa.gov.au](mailto:peter.hill@dec.wa.gov.au)

# Registered Training Organisation Procedures

Part K

# Registered Training Organisation Procedures

As a Registered Training Organisation, DEC has written policies and procedures that ensure the provision of quality training and assessment services to Departmental employees. These policies and procedures have been aligned with the 12 Registered Training Organisation compliance standards and are consistent with the Department's scope of registration and scale of operation, as specified in the Australian Quality Training Framework Standards.

The Department's Training Centre in Dwellingup will ensure that these written training and assessment policies and procedures are circulated, understood and implemented consistently throughout the organisation.

## Client support

The Department is committed to ensuring the principles of equity, fairness and justice are enshrined in all its employment policies and practices, and the only basis for job selection will be on merit. The Department aims to provide a workplace that fosters diversity and is conducive to optimum performance and employee satisfaction, thus enhancing the quality of service delivery.

The Department aims to ensure that no job applicant or employee will receive less favourable treatment on the grounds of sex, marital status, pregnancy, race, religious or political conviction, impairment, age, family responsibility or family status. The Department aims to remove the effects of previous discrimination against certain disadvantaged groups by adopting special measures to provide equality of opportunity for all.

The DEC Training Centre, is committed to ensuring that all training and assessment policies and procedures incorporate access and equity principles. The DEC Training Centre, will ensure:

- All participants have access to the benefits of training and assessment, irrespective of their gender, age, religion, culture, linguistic background, marital status, location and socio-economic background, disability, sexual preference, family responsibility or political conviction.
- All participants have access to training courses, resources, facilities, support services, information, trainers and assessors, materials, assessment opportunities, learning opportunities, special needs material and equipment.
- Assessors are aware of the ways in which candidates can be disadvantaged in the assessment process, such as through literacy, numeracy and language difficulties, and what steps can be taken to ensure that assessment policies and practices take account of individual needs. This may involve adjusting the assessment procedures for conducting assessments or gathering evidence. Reasonable adjustment involves varying the assessment process to take into account the special characteristics of the candidate while ensuring the validity and reliability of assessment decisions.

For further information or enquiries regarding Client Support, contact:

Tamie DuBarrie

RTO Compliance Officer

DEC Training Centre, Dwellingup

Ph: (08) 9538 1200

Email: tamera.dubarrie@dec.wa.gov.au

## Mutual Recognition

As a Registered Training Organisation, the Department of Environment and Conservation through the DEC Training Centre, recognises the principle of Mutual Recognition as critical to the operation of a nationally consistent vocational education and training system and a key principle underlying the Australian Quality Training Framework.

The DEC Training Centre, endorses the requirement to recognise student achievements to ensure that 'Statements of Attainment' and Australian Quality Framework qualifications issued by other Registered Training Organisations are portable between Registered Training Organisations and across the state boundaries.

For further information or enquiries regarding Mutual Recognition, contact:

Tamera Du Barrie

DEC Training Centre, Dwellingup

Ph: (08) 9538 1200

Email: tamera.dubarrie@dec.wa.gov.au

## Skills recognition

The recognition awarded through the Skills Recognition process is equivalent to the recognition awarded when an individual successfully completes a course qualification.

Skills Recognition is an essential component of competency-based training focussing on current competency standards gained by individuals through:

- work experience,
- life experience,
- formal training, and
- informal training.

Skills Recognition incorporates Recognition of Prior Learning and Recognition of Current Competencies.

**Recognition of Prior Learning** is acknowledgement of competencies gained in the past, and **Recognition of Current Competencies** is the acknowledgement of competencies that are currently held.

Departmental staff may apply for formal recognition of existing competencies against a course that the Department is accredited to deliver, regardless of the method used to obtain the competencies so long as it is in line with the applicant's scope of learning.

Applications will be processed on the basis that it is the applicant's responsibility to provide all the evidence required to support their claim for recognition.

Depending on the subject matter, further training and assessment may be required for those aspects that are unique or modified in a new location. For example:

- the local area (e.g. terrain, weather patterns, boundaries, etc.),
- the local resources (e.g. types of vehicles, supporting services, communications system, etc.), and
- the local organisation and its requirements (eg. local chain of command, Departmental standards, policies, guidelines).

Skills Recognition is a process involving an assessment of an individual's current knowledge and skills even though the evidence produced in support of the claim for recognition may be drawn from the past.

### **Evidence**

Evidence to support a claim for recognition may include:

- Original or certified copies of nationally recognised training certificates and/or statements of attainment.
- Practical demonstration.
- Align objectives and learning outcomes (of non-nationally recognised courses) to a Unit of Competency.
- Verbal evidence (response to predetermined questions).
- Assessment by Trainer/Assessor.
- Operational logbooks or operational records.
- Video or photographic evidence.
- Completed forms.
- Feedback from clients.
- Evidence of workplace projects (eg. action plans, copy of project report, etc.).
- Interview of referee/s (e.g. Local manager, Unit/Section, Training/District Manager, etc.).
- Personal logbook or diary.
- Letters of endorsement from a third party.
- Assignments.

All evidence is to be in the form of an Evidence Portfolio and must be linked to the learning outcomes aligned to particular units of competency within the training packages provided by the Department.

### **Procedure**

1. Check to see if the Department provides Recognised Prior Learning in the subject. Some subjects may be outside the scope of registration of the Department. As a general rule, if the Department provides training in a subject, it can provide Recognised Prior Learning in that subject.
2. Check to see if any 'short cuts' to recognition, such as redlining, lateral entry, automatic Recognised Current Competencies or assessment on demand can be applied to your case.

3. Contact the DEC Training Centre for a Recognised Prior Learning Application Form. Note that if 'automatic Recognised Current Competency' is applicable to your case, or 'assessment on demand' is requested, you only need to fill in the first page of the Recognised Prior Learning application form.
4. Applications are forwarded, along with suitable supporting evidence of competency, to the Manager Learning and Development, DEC Training Centre, Dwellingup.
5. Applicants will be required to demonstrate competence in the workplace. An assessor will observe the competency in the workplace, in which you are seeking Recognised Prior Learning for.
6. An interview may be required with a Recognised Prior Learning panel set up to consider the application or a person nominated by them. At least one member of the panel needs to be a certified Assessor or a nationally recognised equivalent, and at least one other member needs to be qualified in the subject matter being assessed. Applicants can have an adviser present when they are being interviewed.

An application for recognition could result in one of three outcomes:

- approve the application and the applicant is deemed successful,
- deem the application unsuccessful, or
- recommend the Applicant provide more evidence which may include a Challenge Assessment. (Claims will be automatically declined if the applicant refuses to provide further evidence, attend an interview and/or refuse to practically demonstrate their abilities through a challenge assessment.)

This decision will be based on the Performance Criteria of the relevant Unit of Competency.

If the application is unsuccessful, the applicant is advised in writing of that result. In addition, the applicant is also provided with feedback on why the application was unsuccessful and what requirements are deemed necessary in order to become certified in the subject.

Appeals will be conducted in accordance with the Department's Appeals Policy.

The Department will maintain an accurate recording system consistent with the minimum quality standards for skills recognition services. Skills Recognition assessments will be recorded on the Department's Training Provider Database and/or CONCEPT.

For further information or enquiries regarding Skills Recognition, contact DEC's Training Centre.

## **Grievance/complaints**

Employee concerns or complaints related to unfair or inequitable treatment in their workplaces are grievances. In keeping with the DEC Training Centre's values of Honesty

and Integrity, the Training Centre is committed to the resolution of grievances in a fair, equitable and prompt manner.

The Department's Good Working Relations Policy and Online Program deals with resolving grievances where discrimination, harassment, victimisation or bullying is involved. Where a grievance involves other issues, contact the Manager People Services Branch on (08) 9334 0213 for advice. Grievance policies are also included in the Department's Code of Conduct.

Information produced during the grievance resolution process is kept confidential and divulged only to the persons involved.

Documentation about grievance resolution decisions should describe clearly and concisely the grounds upon which decisions are made.

### **Procedure**

#### Step 1:

The complainant should, if he or she feels comfortable in doing so, attempt to resolve the grievance by approaching the person/s causing the grievance.

#### Step 2:

If unresolved, the matter is to be discussed between the complainant, respondent and the relevant supervisors or Section Manager.

#### Step 3:

If unresolved, the matter is to be discussed further involving a Safety and Health Representative from the Department.

#### Step 4:

If unresolved, the matter is to be referred to the Safety and Health Committee.

#### Step 5:

If unresolved, either party may refer the matter to WorkSafe WA.

#### Step 6:

If a resolution has not been agreed to at this stage, the matter will then be referred to the Commissioner, and then if still unresolved, referred to the Safety and Health Minister for conciliation and/or arbitration. The parties agree to abide by the decision of the Safety and Health Minister.

For further information or enquiries regarding grievances or complaints, contact the DEC Training Centre, Dwellingup.

## **Assessment appeals and reassessment**

An appeal against an assessment outcome or process may be lodged at any time if the person undergoing assessment feels they have been disadvantaged or discriminated against. The appeals procedures apply to:

- Assessments conducted within a course
- Assessments or decisions within a skills recognition process.

## **Grounds for appeal**

Valid grounds for submitting an appeal may include but are not limited to:

- Alleged bias of the assessor
- Level of competence of the assessor
- Alleged wrong advice from the assessor regarding the assessment process
- Alleged inappropriate assessment process for the competency, or
- Faulty or inappropriate equipment

## **Appeals procedure**

Step 1:

- An appellant wishing to submit an appeal must do so by completing an Appeals Application Form. This form must be submitted within 14 days of the date of result of notification.
- The documentation should clearly state the grounds for appeal and should include sufficient evidence to support their claim.
- The application is submitted to the Manager, Learning and Development, DEC Training Centre, Acacia Rd, Dwellingup, 6213.

Step 2:

- On receipt of the appeals application, the Manager, Learning and Development, will acknowledge receipt of the claim, in writing, to the appellant within seven days.

Step 3:

- Upon receipt of the application, the Manager, Learning and Development, will nominate an independent assessor to review the appeal and make a determination within a reasonable timeframe.

Step 4:

- The independent assessor reviews the appeals claim.

Step 5:

- The independent assessor determines the appeal outcome.
- The independent assessor will advise the Manager, Learning and Development, of the appeals outcome.

Step 6:

- The Manager, Learning and Development, will notify the appellant of the result of the appeal, in writing, within seven days of the result.
- The Manager, Learning and Development, records the appeals outcome and places a copy of the written notification in the complaint's file.
- If the appeal is rejected, the appellant will be notified of their right to have the appeal heard in front of an appeals panel.
- Once the appellant is notified of the decision made regarding their appeal, they must respond, in writing, within seven days to the Manager, Learning and Development, if they wish to progress further with the appeal.

Step 7:

- The Manager, Learning and Development, will inform the appellant of the details regarding the re-assessment, in accordance with standard assessment processes.

- A copy of the re-assessment details is to be placed on the complainants file.

Step 8:

- The Manager, Learning and Development, will arrange for the appellant to be re-assessed.
- An independent assessor will conduct reassessments, where possible.
- If a reassessment is to be conducted, the appellant has the option to nominate an independent observer.
- The assessor will determine the assessment outcome against the competencies.
- The assessor will complete an assessment checklist.

Step 9:

- The appellant may refuse to be re-assessed.

Step 10:

- The Manager, Learning and Development, will refer the appellant to the Department's Good Working Relations Policy.

Step 11:

- If the appellant is dissatisfied with the result of the appeal, and the process followed, they may wish to lodge a complaint.

Step 12:

- The Manager, Learning and Development, will determine the members and format of the appeals panel.
- The Manager, Learning and Development, will advise the appellant of the requirements of the appeals panel.
- At the appeals panel, the appellant must provide additional information in support of their appeal.

Step 13:

- The Manager, Learning and Development, issues a Statement of Attainment/Certificate of Qualification and forwards to the appellant.

A copy of the Assessment Appeals Application Form is located on the following page.

For further information or enquiries regarding Appeals and Reassessment, contact:

Tamie DuBarrie

RTO Compliance Officer

DEC Training Centre, Dwellingup.

Ph: (08) 9538 1200

Email: [tamera.dubarrie@dec.wa.gov.au](mailto:tamera.dubarrie@dec.wa.gov.au)

## ASSESSMENT APPEALS APPLICATION FORM

The intention of the appeals process is to provide all DEC personnel with the opportunity to resolve matters where they believe they have been assessed in an unfair or unequitable manner.

*Any information you provide on this form will be dealt with in a confidential manner.*

APPLICANT DETAILS		
NAME:	SIGNATURE:	EMPLOYEE NO:
WORKPLACE: PHONE NUMBER:		
ASSESSMENT DETAILS		
NAME OF ASSESSOR:	DATE/TIME OF ASSESSMENT:	
COMPETENCY NAME AND CODE OR MODULE NAME/DEC COURSE:		
<b>ON WHAT GROUNDS IS THE BASIS OF YOUR APPEAL?</b> Please tick the appropriate box(es) and provide any other specific relevant information:		
<input type="checkbox"/> Alleged bias of the assessor/trainer.		
<input type="checkbox"/> Alleged competence of the assessor/trainer.		
<input type="checkbox"/> Alleged wrong advice from the assessor/trainer regarding the assessment/training process.		
<input type="checkbox"/> Alleged inappropriate assessment/training process for the competency.		
<input type="checkbox"/> Faulty or inappropriate equipment.		
<input type="checkbox"/> Incorrect assessment of evidence through a Skills Recognition application you submitted.		
APPLICATION RECEIVED BY:	DATE:	
SIGNATURE:		



## Training records

The Department is committed to maintaining effective and efficient administrative records management processes for training and assessment activities in accordance with the legislative and regulatory requirements.

The Department adheres to the *Public Sector Management Act General Regulations (1994)* for the establishment and maintenance of employee records and the confidentiality of all information enclosed in them.

The Department must maintain up-to-date records of:

- verified qualifications and experience of all staff and persons working on behalf of the Registered Training Organisation as trainers and assessors;
- enrolments and participation; and
- assessment results.

All course reports and assessment checklists will be forwarded to the DEC Training Centre. These will be collated and placed into the Department's Training Provider Database and/or CONCEPT.

It is recommended that Departmental staff also maintain a personal training and operations record (in the form of an Individual Competency Maintenance Logbook) to assist them with maintaining currency and re-certification of qualifications.

Staff participating in DEC training courses should be aware that their assessment results may be made available to relevant managers within the Department on a 'need to know' basis for valid management purposes. People who can access employee training records are:

- The employee
- The assessor
- Those with direct management chain for that employee (Supervisor, District Manager, Regional Manager or Director of the Branch)
- Administrative staff involved in the assessment process

In the event of incident management (such as wildfire or whale rescue) or situations where life is at risk, this policy will be waived. Assessment results may be made available to relevant emergency managers (Incident Controller or other members of Incident Control Team) under approval from the Division eg Resource Officer.

For further information or enquiries regarding Training Records, contact:

Eloise Tuia

Clerical Officer

DEC Training Centre, Dwellingup.

Ph: (08) 9538 1200

Email: [eloise.tuia@dec.wa.gov.au](mailto:eloise.tuia@dec.wa.gov.au)

# Self-directed Education and Training

Part J

# Departmental Staff Feedback

Feedback from Departmental personnel is an essential part of a quality management system and every opportunity should be taken to encourage formal and informal comments from all staff.

Feedback from all personnel will be used to modify procedures, policies and guidelines, and may influence the Training Procedures Manual and other decisions.

Staff confidentiality will be respected when sensitive issues are raised or when the employee requests it.

A feedback sheet will be distributed to each participant upon completion of a short course.

A copy of the Staff Feedback form is located on the following page.

For further information or enquiries regarding Departmental staff feedback, contact:

Tamie DuBarrie

RTO Compliance Officer

DEC Training Centre, Dwellingup.

Ph: (08) 9538 1200

Email: [tamera.dubarrie@dec.wa.gov.au](mailto:tamera.dubarrie@dec.wa.gov.au)



## Feedback Form

Title of session \_\_\_\_\_ Date \_\_\_\_\_

What were the key ideas in this session?

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---

---

---

What aspects of this session worked best for you and why?

---

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---

What aspects of this session would you have changed? What would you have added?

---

---

---

---

Have you any further comments that you would like to address to the individual presenter(s)

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---

Did you feel that the assessments accurately tested the skills and knowledge you gained from the course?

---

---

---

---

Can you suggest any improvements to the assessment process?

---

---

---

---

Please use this scale to give your overall view of the session.  
answer

Please block out one circle for each

	1	2	3	4	5
	Not at all				Excellent
1. Was the subject matter relevant to your needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. How effective was the style of the session?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. How useful were the teaching aids, overheads, handouts, exercises, props?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Did the presenter(s) encourage an interactive exchange with the participants?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Have you any comments that you would like to make to the organisers?

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Your name (optional) \_\_\_\_\_

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