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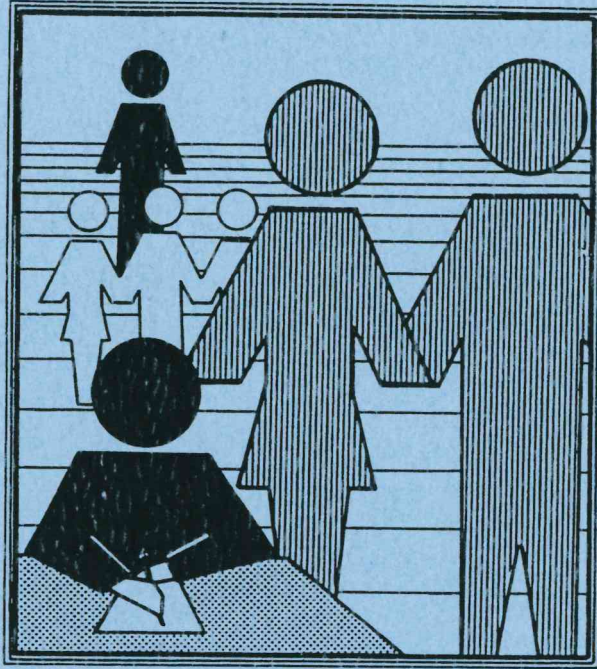
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JOURNAL

TRAINING AND DEVELOPMENT MANUAL

1998

DEPARTMENT OF PARKS AND WILDLIFE



Training and Development Manual 1998

To be used by **all personnel** in consultation with their supervisors.



DEPARTMENT OF CONSERVATION
AND LAND MANAGEMENT

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The Training and Development Manual is intended to serve as a reference to assist all 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 wanting training and development. The Training Centre at Dwellingup now has an electronic register, called the Australian Training Register (ATR), which lists over 32,000 public access training programmes, 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 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 performance appraisal 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 CALM Training Centre, Dwellingup.

It will be necessary to update information about courses throughout the year; as this becomes available information sheets will be provided for attachment to the manual.

To ensure training course standards are established and maintained at a high level, a system of accreditation has been introduced for training courses. This system will ensure that adequate planning and preparation, a high level of presentation, suitable assessment, formal evaluation and registration of participants names on the CONCEPT electronic training register. Not all courses are currently accredited as meeting the required standards. Those courses which are accredited and registered with the Skills, Standards and Accreditation Board have an asterisks (*) alongside the title. Double asterisks (**) indicate international accreditation.

All personnel are encouraged to seek out training courses consistent with the goals set within the context of the performance appraisal. When agreement has been reached with the supervisor as to a proposed training programme 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 District, Branch and Section managers to prepare and monitor their own training budgets with respect to: fees and travelling and accommodation expenses associated with 'performance gap' training, travelling and accommodation expenses associated with 'development' training.
 - 1.2. The Human Resources Branch has responsibility for budgeting for the payment of: fees associated with 'development' training.
 - 1.3. When preparing budget flexfields the activity code 682 must be used for all training expenditure.
2. Nomination to attend a training course should only be made after careful consideration of the training need and the development plan.
 - 2.1. There must be a clearly identified need for training.
 - 2.2. The purpose of the training must be clearly identified, ie. 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 specific dates for attendance must be included in the nomination.
 - 2.4. Supervisors must ensure that leave programmes, the number of training courses attended by the nominee, the work priorities and programme, cost to the Department, benefit to the person/Department are all duly considered prior to nominating any personnel.
 - 2.5. All nominations should be forwarded to the Senior Training Officer, Mr Alan Byrne through the Regional Manager who will review the nomination relative to Regional priorities.

- 2.6. When a number of nominations are made for the same course, they should be given a priority by the Regional/Branch manager before forwarding to the Senior Training Officer.
- 2.7. Nominations must reach the Senior Training Officer six weeks prior to commencement of the course.
3. The Senior Training Officer, will then forward nomination details to the relevant training course coordinating 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. Accommodation arrangements will usually be made by the officer conducting a course and participants notified accordingly. Costs incurred in travel and accommodation will be paid from District, Section or Branch budgets 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.

It is the **responsibility of all course participants** to complete and forward this information to the Senior Training Officer.

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

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

PART 3

SHORT COURSES-1998

(*) Accredited Nationally

(**) NFROT or Accredited
Internationally

| TITLE | CONDUCTED BY CONTACT | VENUE | DATES |
|--|--|----------------------------------|-------------|
| <u>COURSES IN FIELD OPERATIONS</u> | | | |
| * Basic Chainsaw Maintenance and Handling: A two day course to teach the correct use of chainsaws (up to 60cc capacity) for trimming, docking, dressing and squaring timber with emphasis on safety and maintenance. Cost is \$100 per person. | CALM William Towie Mandurah Tom Wood Harvey Merv Smith Walpole | Districts | As required |
| * Driver Training (Light Vehicles 4x4): A 4.5 day course . All personnel must demonstrate good knowledge of the Traffic Act, high level of skill in cab drill steering, acceleration sense, skid control, driving light 4 x 4 vehicles. The course includes: <ul style="list-style-type: none">• maintenance checks• stall out and recovery• mud and sand obstacles• ascents and descents• wheel placement• transmission wind-up. | CALM Alan Byrne Dwellingup | Dwellingup Training Centre | June/July |
| * Driver Training (Heavy Duty 4x4): This three-day course is to provide new and inexperienced drivers with the necessary skills. B class licence an essential prerequisite. | CALM Alan Byrne Dwellingup | Dwellingup Training Centre | As required |

| TITLE | CONDUCTED BY CONTACT | VENUE | DATES |
|---|---|---|--|
| * Law Enforcement Training: All CALM personnel are required to know the relevant parts of the CALM and Wildlife Conservation Acts and Regs, powers and limitations to powers, procedures of a law court, taking and presenting evidence, making a statement, role of Crown Law. | CALM Kevin Morrison Como | Dwellingup Training Centre Como SOHQ Training Centre | 5-9 May (CALM Trainees Only) 27-31 Oct (All CALM Staff) |
| * Search Techniques: The aim of this course is to provide personnel with knowledge and skills required in operation searches for lost persons or property. | S.E.S. Alan Byrne Dwellingup | Bunbury | August |
| * Field Engineer: This three-day course will provide officers with the knowledge and skills necessary for them to design, select and maintain roads. Topics include: <ul style="list-style-type: none"> • authority • procedure • map reading • area calculation • visual impact • environmental impact • road selection and design. | CALM Alan Byrne Dwellingup | Dwellingup | February October |
| * Dieback Disease Management - Level 1 Course: The course contents include: <ul style="list-style-type: none"> • Policy • Disease Biology • Hygiene • Soil Damage • Field Demarcation. | CALM Roger Armstrong John Asher Bunbury | As required | As required |

| | | | | |
|---|--|---|-------------|-------------|
| * | Dieback Disease Management: - Level 2 Course: Course content includes: <ul style="list-style-type: none"> • policy • disease biology • disease distribution • disease symptoms and interpretation • sampling technique • mapping systems • hazard and operational hygiene | CALM Roger Armstrong John Asher Bunbury | As required | As required |
|---|--|---|-------------|-------------|

| TITLE | CONDUCTED BY CONTACT | VENUE | DATES | |
|-------|--|--|--|--|
| * | Dieback Disease Management: - Level 3 Course: Course contents includes: <ul style="list-style-type: none"> • policy • terminology applied to risk and hazard • disease mapping • hygiene evaluation • planning. | CALM John Asher Bunbury Roger Armstrong Bunbury | As required | As required |
| * | Advanced Recreation Planning and Management: The course will cover a range of topics including . <ul style="list-style-type: none"> • Leisure, visitor services and marketing • Recreation resource planning • Site planning, preparation and implementation • Visitor management through information and interpretation • Visitor safety and risk management.. | CALM Wayne Schmidt Como | Point Walter Ministry of Sport & Recreation's Conference Centre | TBA May |
| * | Interpretive Activities Design Workshop: This three-day course is designed to provide staff with the knowledge and skills necessary to design interpretive activities that enrich the experiences of visitors to natural and cultural areas. | CALM Gil Field Como | As required | As requested by Regions (minimum of 10) |

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|---|--|---|--------------------|--------------------|
| * | <p>Firearms Safety: The aim of this course is to enable personnel to use firearms safely and effectively and to be able to make any firearm safe. Training is given on a variety of firearms including pistols, low-powered and high-powered rifles.</p> | <p>CALM Tony Brandis Harvey</p> | <p>As required</p> | <p>As required</p> |
| * | <p>Bulldozer Operators: 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. Theory 3 days, practical yet to be advised.</p> | <p>CALM Walpole District</p> | <p>As required</p> | <p>As required</p> |

| TITLE | CONDUCTED BY CONTACT | VENUE | DATES |
|---|--|---|------------------------------|
| <p>* Introductory Course on Volunteer Management: This two-day course is aimed at providing volunteer coordinators and supervisors of volunteers with an introduction to volunteering, and to provide the fundamental skills and knowledge essential to the development and management of volunteer Programmes.</p> | <p>CALM Terry Hales Como</p> | <p>Como, Training Centre</p> | <p>9 - 10 Sept</p> |
| <p>* Fauna Conservation Course Five day live-in course designed to provide participants with the basic knowledge to plan and implement fauna management programmes with particular emphasis on surveying and monitoring of fauna. Includes five half day field sessions on fauna survey techniques and animal handling. Lectures are presented by staff from Nature Conservation Division and Science and Information Division. Lecture topics include: Survey and monitoring techniques</p> <ul style="list-style-type: none"> • Collection and identification of fauna specimens • Conservation status of WA fauna and Recovery Plans • Biology and management of WA fauna <ul style="list-style-type: none"> • Dasyurids and possums • Numbat and bandicoots • Macropods • Rodents • Bats • Birds • Reptiles and frogs • Exotic predator control and fauna recovery • Forest/reserve management and fauna • Legislation and policy • Working with the media. <p>Cost approx. \$500.</p> | <p>CALM Peter Orell Wildlife Branch Como</p> | <p>Batalling Field Study Centre, Morrington District.</p> | <p>4-8 May 19-23 Oct</p> |

| TITLE | CONDUCTED BY CONTACT | VENUE | DATES |
|--|--|----------------------------------|---|
| <p>* Dieback Interpretation Skills: Levels 1, 2 and 3. These courses focus on the detailed knowledge and skills required for the interpretation and mapping of disease occurrence, impact, risk and hazard.</p> | CALM Alex Moylett Bunbury | Manjimup Bunbury Kelmscott | As Required |
| <p>* CALM Outback Safety & Bushcraft Course: The course provides visitors to CALM managed areas with the attitudes and skills to protect themselves from the harmful aspects of the environment and the environment from the harmful aspects of people. The course includes:</p> <ul style="list-style-type: none"> • Planning a safe trip • Minimal impact camping methods • Map reading and navigation • Water procurement and management • Alternative firelighting • Edible vegetation • Avoiding poisoning by toxic vegetation • Stellar and solar navigation • Survival techniques • Aboriginal bush living skills • Useful and harmful sea coast creatures plus many more subjects <p>Cost is \$240 (all inclusive) for CALM staff.</p> | CALM Wayne Schmidt Como Bob Cooper (ph.93771767) | | TBA Four (4) courses 2 in Spring 2 in Autumn |
| <p>* Statutory Investigation & Law Enforcement: This course is designed to meet the needs of all those involved in investigating possible breaches of legislation. It suits a wide range of legislative environments and powers, including field enforcement and desk investigations. This certificate course comprises a number of modules which will be made available to staff throughout the year.</p> | CALM Alan Byrne Dwellingup | TBA | TBA |

| TITLE | CONDUCTED BY CONTACT | VENUE | DATES |
|---|--|-----------------------------------|---------------------|
| <p>* Cave Guiding Course: 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.</p> | <p>CALM Ron Shimmon Yanchep</p> | <p>Yanchep National Park</p> | <p>As required.</p> |
| <p>Soil Conservation Course: - Level 1 This is a half day course for CALM and contractor personnel. Participants will be taught how soil damage occurs and the factors that contribute to its severity. Basic work practices to avoid and rehabilitate soil damage and erosion will be presented. Courses will be held at District centres and include a field demonstration component.</p> | <p>CALM Roger Armstrong Bunbury</p> | <p>As required</p> | <p>As required</p> |
| <p>Verbal Judo: This 2-day course provides officers involved in regulatory duties to generate voluntary compliance. Cost is \$400 per person.</p> | <p>Bill King Verbal Judo Australia</p> | <p>As required</p> | <p>As required</p> |

| TITLE | CONDUCTED BY CONTACT | VENUE | DATES |
|---|---|--------------------------|--|
| <u>COURSES IN HEALTH AND SAFETY</u> | | | |
| * Work Safe: The aims of the course is to provide knowledge and understanding of Departmental Safety Policy and to develop a high degree of safety awareness. The course includes: <ul style="list-style-type: none"> • Accident investigation • use of Chemical Users Manual • Hazchem system • lifting and carrying • hearing protection • workers compensation. Minimum number of 8. | CALM Tom Wood Como | As required | As required |
| * Health and Fitness: The one-day course contains personal fitness, effective exercise programmes, effect of alcohol, smoking and environmental stress and identifying a healthy lifestyle. | CALM Linda Gilbert | At Districts /Regions | As required |
| * First Aid Training: A basic first aid course for all personnel. Minimum number of 8. | Enquiries Tom Wood Presenters St John Ambulance Officers (CALM employees at Dwellingup, Manjimup & Walpole) | As required | As required |
| Occupational Health & Safety for Managers/Co-ordinators: This course aims to provide up-to-date information on health and safety programmes for managers and safety co-ordinators. | CALM Tom Wood Como | As required | As required |
| * Visitor Risk Management A two day course to provide participants with the knowledge and skills that will: minimise the risk of injury to visitors to the CALM Estate and, demonstrate a professional approach to upholding our duty of care in a manner, which enhances CALM's reputation for caring and efficient stewardship of lands, water and wildlife resources. | CALM John Ireland | Regionally based | 4 programmes in 1998 to be announced |

| TITLE | CONDUCTED BY CONTACT | VENUE | DATES |
|---|--|-------------------|----------------|
| <p>Occupational Health & Safety for Supervisors: This course covers health and safety legislation, how it applies to workers and contractors. Provides the necessary detail to allow supervisors to establish effective prevention programmes in their area of responsibility.</p> | CALM Tom Wood Como | Perth as required | As required |
| <p>Occupational Health and Safety Representatives 5 day training for elected health and safety representatives provided by external organisations, such as IFAP, TLC. Cost \$595 (Government subsidy available).</p> | Enquiries CALM Tom Wood | Various | Multiple dates |
| <p>Pesticides Application & Safety Course: All CALM staff dealing with pesticides will receive instruction in the uses, application methods and safety aspects. Minimum number of 10. Cost \$150</p> | Presenters FarmCare. Enquiries CALM Tom Wood Como | As required. | As required |
| <p>1080 Operational Procedures: This 2-day course presents information on the use and handling of 1080 products used in pest animal control. Successful completion of this course is a legal prerequisite for holding a certification to use 1080 products. Holders of 1080 certifications must attend this course once every three years to maintain their accreditation. Cost is \$50 per person.</p> | CALM Roger Armstrong Bunbury | As required | As required |

| TITLE | CONDUCTED BY CONTACT | VENUE | DATES |
|---|--|--------------|---------------------------|
| <p>Peer Support Critical Incident Debriefing Training This is a 2 day course. Peer supporters are volunteers who are trained in the primary role of providing support to their co-workers following a stressful or disturbing incident. Individuals who complete this training will be invited to join CALM's Peer Support Team. Cost is \$200 per person (plus accommodation)</p> | <p>CALM Linda Gilbert/Tom Wood, Risk Management Section. Presenter Michael Tunnecliffe & PACE WA.</p> | Perth | 10-20 May |
| <p>Peer Support Team Meeting (6 monthly review) A 6 monthly review and training session for Peer Support Team Members.</p> | <p>CALM Linda Gilbert or Tom Wood</p> | Bunbury | 12 March September TBA |
| <p>Health & Fitness Leaders: Individuals who have a strong interest in health and fitness, who would like to become advocates for health and fitness in their workplace are invited to nominate for 2.5 day programme. Non-smokers only. This course covers health issues and resources available, fitness leadership and personal exercise plans. Cost: Accommodation and transport.</p> | <p>CALM Linda Gilbert Como</p> | Perth based | July 1998 |
| <p>Health & Fitness Leaders (annual review) Annual training for Health and Fitness Leaders</p> | <p>CALM Linda Gilbert</p> | Bunbury | September 1998 |
| <p>Conversing with the Community A workshop designed to help CALM people and their families deal positively with extreme views and criticism in their community. To develop:</p> <ul style="list-style-type: none"> • Skills in self protection during social discussions with local people about conservation issues, including the ability to de-personalise extreme views. • Strategies and practice skills for defusing aggression and facilitating reasoned discussion rather than confrontation. | <p>CALM Tammie Reid (Community Ed. Officer)</p> | Local venues | As required |

| TITLE | CONDUCTED BY CONTACT | VENUE | DATES |
|---|--|--------------------|--------------------|
| <u>COURSES IN MARINE QUALIFICATIONS</u> | | | |
| <p>**</p> <p>Open Water Diver: This course is intended for CALM personnel who are required to use compressed air in underwater operations. Participants must have a current medical clearance and provide their own dive equipment, including scuba.</p> | <p>CALM Alan Byrne Dwellingup</p> | <p>As required</p> | <p>As required</p> |
| <p>**</p> <p>Rescue Diver: This course is intended for CALM staff involved in underwater 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 CALM Diver register, and have current medical clearance.</p> | <p>CALM Alan Byrne Dwellingup</p> | <p>As required</p> | <p>As required</p> |
| <p>**</p> <p>Coxswain's Certificate: This certificate is the basic requirement for any employee of this Department who is required to use a boat in the course of his/her duties.</p> | <p>Department Of Transport (Contact Alan Byrne - CALM)</p> | <p>TBA</p> | <p>TBA</p> |
| <p>*</p> <p>Certificate of Proficiency in Small Vessel Handling: The aim of this four-day 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.</p> | <p>CALM Alan Byrne Dwellingup</p> | <p>As required</p> | <p>As required</p> |

| TITLE | CONDUCTED BY CONTACT | VENUE | DATES |
|--|--|---|---------------------------------|
| <u>COURSES IN SILVICULTURE</u> | | | |
| * Coupe Demarcation: (1 day) To provide CALM staff and harvesting Contractor personnel in particular, with the knowledge and skills necessary to be able to assess, plan and complete necessary demarcation of logging coupes prior to commencement of operations. | CALM William Towie Mandurah | As required | As required |
| * Log Grading: (1 day) To provide Contractor personnel and CALM staff with the knowledge and skills to prepare and segregate log products according to relevant rules, specifications and Contracts. | CALM William Towie Mandurah | As required | As required |
| * Coupe Certification: (1 day) To provide CALM and Contractors staff with the knowledge and skills to ensure Coupe Inspection and Coupe Certification requirements are completed in accordance to Contracts and Timber Harvesting Manual requirements. | CALM William Towie Mandurah | As required | As required |
| Logging Operation Information System (LOIS): - (1 day or less) To provide relevant Forest Resource Division staff with one to one coaching and assistance with general use of LOIS and problem solving. | CALM Merrilyn Kearney Bunbury | At LOIS user's District, or as otherwise mutually agreed. | As required and mutually agreed |
| * Logging Operation Information System (LOIS): - (2½ days) To provide relevant Forest Resource Division staff with the necessary skills and knowledge to operate and use LOIS. The course covers: use of the 709 form, contracts, delivery notes, enquiry screens, solving error messages, reports, TWR and FPLs. Successful participants will be eligible for a personal LOIS security password. | CALM Merrilyn Kearney Bunbury Bill Towie Mandurah | As mutually agreed. | As required and mutually agreed |

| TITLE | CONDUCTED BY CONTACT | VENUE | DATES |
|---|--|--|--|
| <p>* Basic Faller Course: (Hardwood or Softwood) This course provides four-days (one-day theory and three-days practical) training in techniques and working methods necessary to safely fall "sound" trees up to 1.0 metre butt diameter. Pre-Requisite: Chainsaw Operator's Qualifications.</p> | CALM William Towie Mandurah (4 Days) | As required | As required |
| <p>* Advanced Hardwood Faller Course: Provides participants with the necessary skills and knowledge to make appropriate assessment and felling cuts for difficult or/and hazardous trees including:</p> <ul style="list-style-type: none"> • heavy forward lean • hollow butt • multi legged trees • trees greater than 2.2x bar length • planning systems • hazards in fire situations <p>Pre-Requisite: Basic Fallers Certification.</p> | CALM William Towie Mandurah (4 days) | As required | As required |
| <p>* Timber Drying Course Is designed to cover all aspects of timber drying, from the care of timber in log form, through the drying of timber under controlled conditions, to the care of dried timber. The course is presented as 19 units, plus related practical exercises and field visits. Course participants are assessed by a half hour written test each morning and a take home assignment each week. Cost: \$186.60</p> | CALM Manager, Timber Technology Harvey | CALM Timber Technology, Weir Road, Harvey | 3 or 4 times a year, as required |
| <p>Tree-Felling Supervision: A one-day course for Forest Officers responsible for supervising harvesting operations. Participants will be taught how to recognise different felling techniques by stump analysis.</p> | CALM William Towie Mandurah (1 Day) | As required | As required |
| <p>Environment Protection: The aim of this course is to ensure both logging and harvesting contractors have a broad understanding of environmental management and to impart a positive attitude to conservation. Emphasis on dieback disease management.</p> | CALM William Towie Mandurah (1 Day) | As required | As required |

| TITLE | CONDUCTED BY CONTACT | VENUE | DATES |
|--|--|-------------|--------------|
| Safety Certificate Course Management & Supervisors 3 day course customised for business unit staff. Covers 6 modules including: <ol style="list-style-type: none"> 1. Safety & Health Regulations 2. Identification & control of hazards in the workplace 3. Prevention of manual handling injuries 4. Plant, machinery & equipment 5. Accident investigation 6. Managing Safety | CALM W. Towie Mandurah | As required | As required |
| Softwood Tree-marking: A two-day course to provide CALM staff and selected AWU employees with the necessary knowledge and skills to carry out tree-marking. | CALM Ron Newman Bryan Doust Busselton | Districts | April/May |
| Hardwood Silviculture: On-the-job training covering silviculture specifications and includes training in visual resource management. | CALM Alan Seymour | Districts | As requested |

| TITLE | CONDUCTED BY CONTACT | VENUE | DATES |
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PLANTATIONS GROUP COURSES

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| <p>Plantation Establishment: This course aims to provide participants with sufficient knowledge and skills to meet the requirements for successful plantation establishment (pine and eucalypt). It will concentrate on the contract system, liaison with property owners, site evaluation, site preparation, weed control, planting and insect control.</p> | <p>CALM Ray Fremlin Bunbury</p> | <p>TBA</p> | <p>10-13 February</p> |
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| <p>Further Courses: The Plantations Group is currently in the process of developing a range of training courses. These courses will eventually form the basis of complete training programmes suitable for the following groups:</p> <ul style="list-style-type: none"> • contractors and operators • CALM personnel aspiring to join the plantations group • field assistants and assistant area coordinators • area coordinators • scheme managers • senior management • external agencies | <p>CALM Ray Fremlin Bunbury</p> | <p>TBA</p> | <p>Late 1998</p> |
|--|---|------------|------------------|

COURSES IN FIRE MANAGEMENT

| | | | |
|--|--|------------------|------------------------------|
| <p>* Incident Control System: This 2.5 day course is to provide the participant with background knowledge about the Incident Control System used by the agency.</p> | <p>CALMfire Richard McAlinden Dwellingup</p> | <p>Pilbara</p> | <p>28 January</p> |
| | <p>Dave Rawett Bunbury</p> | <p>Kimberley</p> | <p>February</p> |
| | <p></p> | <p>Perth</p> | <p>28 July</p> |
| <p>* Operational Management: The purpose of module is to provide the participant with the skills and knowledge to be able to manage the operational aspects of an incident. It follows on from the sector commander course. Course duration is five days.</p> | <p>CALMfire Richard McAlinden Dwellingup Dave Rawett Bunbury</p> | <p>TBA</p> | <p>28 June 31 August</p> |

| TITLE | CONDUCTED BY CONTACT | VENUE | DATES |
|--|---|------------|----------------------|
| * Logistics Management: The purpose of this module is to provide the participant with the knowledge and skills to manage the logistical arrangements at an incident. Expected course duration is five days. | CALM ^{fire} Richard McAlinden Dwellingup Dave Rawett Bunbury | TBA | 8 June 19 October |
| * Incident Planning: The purpose of this module is to provide the participant with the knowledge and skills to manage the planning functions of an incident. Expected course duration is five days. | CALM ^{fire} Richard McAlinden Dwellingup Dave Rawett Bunbury | TBA | 14 September |
| * Sector Commander Course: The purpose of this course is to provide experienced crew leaders with the additional knowledge and skills to manage a small incident, or to command a sector on a larger incident. It contains modules on fire behaviour, fire suppression and incident operations. Expected course duration is five days. | CALM ^{fire} Richard McAlinden Dwellingup Dave Rawett Bunbury | TBA | 17 August |
| * Prescribed Burning Level One: This course is composed of a number of modules and is designed to provide participants with the skills and knowledge required to prescribe and conduct small non-complex prescribed burns. This course is approximately five days in duration. | CALM ^{fire} Regional and District Fire Coordinators. | TBA | As required |
| * Level 1 Recruit The purpose of this 5 day course is to provide an introduction to fire management for newly employed recruits. It contains modules on personal protection, fire behaviour, fire suppression, communications, and CALM's incident control system. | CALM ^{fire} Richard McAlinden Dwellingup Dave Rawett Bunbury | TBA | 26 October |
| * Level 2 Recruit The purpose of this 5 day course is to expand on the development commenced in the Level 1 Recruit course. It contains modules on fire behaviour, fire suppression, prescribed burning and fire prevention. | CALM ^{fire} Richard McAlinden Dwellingup Dave Rawett Bunbury | Dwellingup | 11 May |

| TITLE | CONDUCTED BY CONTACT | VENUE | DATES |
|--|--|----------------------------|----------------------|
| * CALMfire Protection Officer The purpose of this five day course is to provide officers with knowledge, skill and understanding of the systems, procedures, requirements and legal matters that CALMfire deals with and operates within. Target audience is new District Managers, new CALMfire Co-ordinators and recent recruits moving into the fire management field. | CALMfire Richard McAlinden Dwellingup Dave Rawett Bunbury | Busselton Busselton | 18 May 25 May |
| * Assessment Validation The purpose of this three day course is to provide the participant with the knowledge and skills to: <ul style="list-style-type: none"> develop and implement a local assessment implementation plan conduct and review assessments conduct the post-assessment phase issue statements of attainment and credentials monitor and review the assessment process. | CALMfire Richard McAlinden Dwellingup Dave Rawett Bunbury | Perth | 17 June |
| * Crew Leader The purpose of this five day course is to provide experienced firefighters with enhanced learning about fire fighting and how to operate as a crew leader. It contains modules on fire behaviour, fire suppression, leadership, managing teams, conflict resolution and negotiation. | CALM fire Richard McAlinden Dwellingup Dave Rawett Bunbury | TBA | 3 August |

| TITLE | CONDUCTED BY CONTACT | VENUE | DATES |
|---|-------------------------|-------------|-------|
| <u>COURSES IN BUDGET AND FINANCE MANAGEMENT</u> | | | |
| * Simple Procurement: This 2-day course covers the purchasing process and application of Government policy. It meets the competency for simple procurement in the State Public Sector and covers purchasing documentation and procedures, specifications, legal and ethical aspects of purchasing, QA and customer service. | State Supply Commission | As required | TBA |

| TITLE | CONDUCTED BY CONTACT | VENUE | DATES |
|---|----------------------------|--------------------------------|---|
| <u>OTHER COURSES</u> | | | |
| Certificate Course in Timber Technology: The course aims to provide education basis for careers in the timber processing industry. The course comprises 14 units - timber industry wood properties, harvesting, seasoning, preservation, standards, adhesives, conversion, pulp and paper, engineered products etc. | TAFE | TAFE Bunbury (Part-Time) | Enrolments on 4th and 5th February. |
| | | TAFE Manjimup | Enrolments by mid-February |

PART 4

ACCESSING THE AUSTRALIAN TRAINING REGISTER

The Australian Training Register

The system is an electronic register for training courses and resources available for all CALM staff to access through contacting the Training Staff, at Dwellingup.

Background Information

The ATR is a computer database listing 32,000 public access training programmes, courses, conferences and seminars that is updated every month. The system also has the capacity to reference over 10,000 training resources eg films, videos, training packages and calenders. Considering the extensive range of the system, CALM 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.

Course Categories

The number of courses, seminars, workshops and conferences across Australia contained within the ATR varies from month to month. Courses are divided into different categories. The categories are as follows;

- Communications
- Engineering
- Finance
- General Management
- Human Resource Development
- Information Technology
- Law
- Marketing Management
- PC Productivity
- Personal Development
- Public Sector
- Special

Training Register Search

The operator can select courses by category, keyword, 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
- Cost
- Location
- Date

Training Details

The ATR system can present a full screen of details about a particular course, seminar, workshop or conference. Details which are displayed include;

- Title
- Presenter Methodology
- Course aims / description
- Course outline / outcomes
- Who should attend
- Duration
- Cost
- Availability of discounts
- Course provider
- Contact phone numbers
- Location
- Venue
- Date

These details can be printed for distribution. The system can also print a facsimile form to either request additional information on a course or to reserve places.

UPDATES

The ATR is updated every month via computer discs. The system has a default capacity which ensures the system collapses if CALM does not renew the subscription annually

ADDITIONAL FEATURES

The system also has the following features;

- Database of Training Consultants
- Facility to add CALM's in-service training
- Optional specialised databases
- Locate Industry Training Authorities
- Pop up calender
- Links to Staff Management Systems
- Facility to add your own notes / comments on selected courses

Staff are encouraged to contact the training officers at the Dwellingup Training Centre for further information on accessing any of the 32,000 courses or 10,000 training resources available on the register.

PART 5

UNDERGRADUATE AND POST GRADUATE COURSES

UNDERGRADUATE COURSES

Undergraduate courses are available in a range of diverse disciplines. Many of these programmes can be accessed through Distance Education and Open Learning. Below is a sample of the programmes available in natural and cultural resource management. However, information on a range of diverse programmes in a variety of disciplines (eg. 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.

Associate Degree of Park Recreation and Heritage- Charles Sturt University

The aims of the course are to provide vocationally oriented management studies suitable for those working or intending to work in national parks. The course offers streams in National Parks and wildlife management, outdoor recreation management, and cultural resource management.

The course is based on four years (eight semesters) of part time external study. It is a nationally accredited award.

Some of the units require attendance at two-day residential schools (at Riverina).

For further information contact:

Admissions Office
Charles Sturt University
Locked Bag 676
WAGGA WAGGA NSW 2650
telephone: (02) 69332287

Bachelor of Applied Science (Environmental Management) - Edith Cowan University - Joondalup Campus.

The three-year Bachelor of Applied Science award is designed to be relevant to a wide range of occupations. Studies are either generally vocational or of direct relevance to a particular type of employment.

In general it is designed to

- (i) Prepare individuals for occupations as field staff including wildlife, park management, and forest operations.
- (ii) Provide a suitable basic award for people seeking employment in environmental management.

- (iii) Cater for individuals currently employed in environmental management who wish to enhance their understanding and practical skills in this area and upgrade their qualifications.

For further information contact:

Student Services
Edith Cowan University
Joondalup Campus
JOONDALUP WA 6027
telephone: (08) 9404 5510

Bachelor of Science, Bachelor of Environmental Science - Murdoch University.

Students involved in these Programmes are trained in the scientific approach to environmental assessment and management. They also are expected to acquire the wide perspective to appreciate the human factors involved in the administration and implementation of environmental policy.

The course is a three or four year full-time course or the equivalent part-time or external studies.

For further information contact:

The External Studies Unit
Murdoch University
MURDOCH WA 6150
telephone (09) 360 2493

Associate Diploma in Land Management - UNE - Orange, NSW.

A course which provides practical training in the management of the environment with special emphasis upon the management of land for conservation and sustainable use.

Two years full-time - available in external study mode.

For further information contact:

Dennis Hodgkins
Course leader
UNE - Orange Agricultural College
PO Box 883
ORANGE NSW 2800

Associate Diploma of Applied Science (Nature Conservation)

Associate Diploma of Applied Science (Wilderness Reserves & Wildlife)

Associate Diploma of Applied Science (Forestry) - University of Queensland, Gatton College.

For further information contact:

Enrolment Officer
University of Queensland, Gatton College
LAWES QLD 4343
telephone: (07)54601111

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. CALM managers and staff aspiring to fulfil middle to senior management roles should seriously consider enrolling in Post Graduate 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. CALM staff wishing to pursue the management field of study should contact the Training Staff at Dwellingup for information on the programmes available for both on campus and Distance Education modes.

The training staff can also access up to 6,000 post graduate programmes, in a range of diverse disciplines(eg. science, information technology) that are available throughout Australia.

6.1 EXECUTIVE DIRECTOR SCHOLARSHIP

AIM:

The Executive Director's Scholarship is made available to all permanent AWU staff to financially assist them in their post secondary education studies to enter into field Officer positions throughout the state.

BACKGROUND:

Since the closure of the Field Cadet Training Programme in December 1991, AWU personnel have limited opportunities to enter field officer positions. Prior to the closure the Executive Director would offer one position per year to an AWU staff member to enter the second year cadetship study at the Dwellingup Field Officer Training Centre. Applicants were interviewed and assessed for suitability to complete both the second year of the two-year cadet programme and approximately four units of the first year TAFE studies via external studies. In 1996 the scholarship was reintroduced and two AWU staff members were successful applicants and are currently studying the Certificate IV in Land Management offered by TAFE.

PROCESS:

The Scholarship is again offered to 1998 to allow AWU personnel to enter a range of Field Officer positions. The process for award of the scholarship is as follows:

- The Executive Director's Scholarship will be advertised annually in October, inviting interested AWU personnel to apply in writing.
- Applicants will be interviewed and assessed via the Australian Council for Educational Research (ACER) aptitude tests to ascertain the applicant's suitability to study at either the certificate or tertiary level.
- The successful applicant is provided with quarterly instalments of \$250 over the four year TAFE course of study or \$333 over the six year tertiary course of study, that is a total of \$8000 for the tertiary programme and \$4000 for the TAFE course. These instalments should adequately cover, campus fees, book, stationery, stamps and incident costs associated with external study and contribute towards the cost of Higher Education Contribution Scheme (HECS).
- The successful applicant will receive the support of the District/Branch Manager in approving five hours per week for study leave during college semesters. Office space and access to a departmental computer will be provided, if available.

For further information on the Executive Director's scholarship, interested staff should contact Senior Training Office Allan Byrne, on 08 95381200 or Fax 08 95381244.

6.2 POST-GRADUATE STUDIES AND STUDY GRANTS

CALM staff with under-graduate qualifications are welcome to apply for the following Post-Graduate Scholarships:

6.2.1 THE DR. GEORGE MALAJCZUK POST GRADUATE SCHOLARSHIP

The Scholarship is in memory of the late Dr. George Malajczuk who passed away in January 1997. George Malajczuk had a distinguished career with both the Forests Department and CALM. His Doctorate in applied mathematical programming techniques relating to plantation planning, set the standard for many subsequent developments in this field.

George was the technical excellent underpinning many of the Department's initiatives. It is this technical excellence that is to be fostered and nurtured with the scholarship. The Scholarship is designed to provide continuing education opportunities in a range of science disciplines and has a monetary value of up to \$20,000.

6.2.2 THE SEAMUS MULHOLLAND POST-GRADUATE SCHOLARSHIP

The Scholarship is in memory of the late Seamus Mulholland who passed away in January 1997. Seamus Mulholland, at the relatively young age of 32, was a brilliant economist and was heading the important plantation strategy aimed at fighting the state's salinity problem.

Seamus was a well-respected leader who demonstrated a delicate balance of courage, wisdom and integrity. It is this leadership quality that is to be fostered and nurtured with the Scholarship. The scholarship is designed to provide continuing education opportunities in a range of management/leadership disciplines and has a monetary value of up to \$20,000. Candidates can either enrol in post-graduate studies or enrol in Executive Development programmes that are approved by the Executive Director.

Applicants should follow Policy 36 of 1991 for details on applying. Further information can be obtained from Senior Training Officer Alan Byrne on the above number.

6.3 C. E. LANE POOLE MEMORIAL TRUST AWARD – 1997

Purpose of Trust

The Trust was established to commemorate the name of Charles Edward Lane Poole (1885-1970) who was the first Conservator of Forests appointed under the 1918 WA Forest Act.

Lane Poole was born in Sussex, England and received his forestry education at Nancy, France.

He worked in the Transvaal and Sierra Leone before arriving in WA in 1917.

In W.A., his work laid the foundation for forest management. Later Lane Poole became the first principal of the Australian Forestry School in Canberra and the first Inspector General of the Commonwealth Forestry Bureau. He filled this latter post with distinction for 18 years.

History of the Trust

The Trust was established and formally announced by the then Premier of WA, Sir Charles Court, at the opening of the former Forests Departments (now CALM) State Headquarters on 30 October 1981.

It was made possible by initial funding by Mr. Denis Cullity of Westralian Forest Industries, Lane Poole first employed Mr. Cullity's father (the late Tom Cullity).

Objectives of the Trust Award

The Lane Poole Memorial Trust Award aims to provide financial assistance toward travel or study opportunities for officers of the Department of Conservation and Land Management.

Preference is given to practising foresters of at least 4 years experience and who are under 45 years of age at the time of the award.

Past Awards

| | |
|--------|------------------------------------|
| 1983: | Paul Marsh and Ray Fremlin |
| 1985: | Graeme Hutchison |
| 1987: | Gerard Van Didden and Tony Brandis |
| 1988: | Peter Keppel |
| 1989;: | Greg Voigt |
| 1990: | Andy Rynasewycz |
| 1991: | Greg Muir |
| 1993: | Alan Hordacre |
| 1994: | Michael Cully |
| 1995: | Tim Birmingham |
| 1996: | Bob Hingston. |

The 1997 Award

The 1997 Lane Poole Memorial Trust award will be advertised in March 1998. For further details please contact Hamish Crawford on 08 94420300.

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DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT COURSE EVALUATION FORM

Name of Attendee_____

Course Title_____

Course Conducted By_____

Date Attended_____

TRAINING COURSE EVALUATION

Your frank, responsible comments on the conduct and effectiveness of this course are sought. Please complete the answers to all the questions by circling the answer you consider to be the most appropriate. Any additional comments about the course will be welcomed; you may wish to add further notes in a separate letter to the Senior Training Officer - Mr A Byrne, Dwellingup.

1. AIMS AND OBJECTIVES

These will be clearly stated at the beginning of the course by the person conducting the course. You should ensure that you understand these aims and objectives, and either note them down or get a photocopy of them.

(i) Were the aims clearly understood by you?

| Yes | | | | | No |
|-----|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | |

(ii) Did these aims and objectives appear to be relevant to you?

| Yes | | | | | No |
|-----|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | |

(iii) Were these aims and objectives successfully achieved?

| Yes | | | | | No |
|-----|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | |

COMMENTS

2. CONTENT

(i) Was the content of the course relevant to the job you are expected to do?

Yes No

1 2 3 4 5

(ii) Was there too much information for you to assimilate?

Yes No

1 2 3 4 5

(iii) Were the tests you were given relevant to the course material?

Yes No

1 2 3 4 5

(iv) Was the course conducted at level which you consider appropriate to you?

Yes No

1 2 3 4 5

COMMENTS

3. COURSE ORGANISATION

i) How well was the course conducted?

Excellent Poor

1 2 3 4 5

(ii) How well was the course planned?

Excellent Poor

1 2 3 4 5

(iii) Did the segments of the course appear to progress in a logical way?

| Yes | | | | | No |
|-----|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | |

COMMENTS

4. PROGRAMMES STRUCTURE

(i) Were there too many segments?

| Yes | | | | | No |
|-----|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | |

(ii) Were the sessions too long?

| Yes | | | | | No |
|-----|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | |

(iii) Was there too much group work?

| Yes | | | | | No |
|-----|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | |

COMMENTS

5. **PROGRAMMES/SESSION LEADERSHIP**

(i) Effectiveness of the course leader?

| Yes | | | | No | |
|-----|---|---|---|----|--|
| 1 | 2 | 3 | 4 | 5 | |

(ii) How effective were session leaders?

| Excellent | | | Poor | |
|-----------|---|---|------|---|
| 1 | 2 | 3 | 4 | 5 |

COMMENTS

6. **USE OF AUDIO VISUAL AND OTHER TEACHING AIDS**

(i) Did session leaders make good use of the overhead projector, slide projector, black board?

| Yes | | | | No | |
|-----|---|---|---|----|--|
| 1 | 2 | 3 | 4 | 5 | |

(ii) Was too much use made of these facilities?

| Yes | | | No | |
|-----|---|---|----|---|
| 1 | 2 | 3 | 4 | 5 |

(iii) Could more use be made of these facilities?

| Yes | | | | No | |
|-----|---|---|---|----|--|
| 1 | 2 | 3 | 4 | 5 | |

COMMENTS

7. Would you like to see changes made to the course programmes/organisation?

8. Would you recommend this course to other members of the organisation?

Please forward your comments to:

Senior Training Officer

Mr Alan Byrne

Department of CALM

Dwellingup 6213

Email: clmtrain@ois.net.au

Thank you for your cooperation.