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**JOURNAL**

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**TRAINING AND DEVELOPMENT MANUAL**

CALM LIBRARY ARCHIVE  
NOT FOR LOAN

1999

DEPARTMENT OF PARKS AND WILDLIFE



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DEPT OF CONSERVATION  
& LAND MANAGEMENT  
1 - JUN 1999  
WESTERN AUSTRALIA

# Training and Development Manual 1999

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



DEPARTMENT OF CONSERVATION  
AND LAND MANAGEMENT

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## **PART 1**

## **INTRODUCTION**

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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.

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## PART 2

## PROCEDURES

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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.

**DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT**

**NOMINATION TO ATTEND PERSONAL DEVELOPMENT ACTIVITY**

APPLICANTS NAME: \_\_\_\_\_  
Surname Christian Names

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

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

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

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

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

REASON FOR ATTENDANCE: \_\_\_\_\_  
\_\_\_\_\_

PERFORMANCE GAP: \_\_\_\_\_

DEVELOPMENT: \_\_\_\_\_

OTHER: \_\_\_\_\_

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

ENDORSED: DIST/SECT. MGR \_\_\_\_\_ DATE: \_\_\_\_\_

REG/BRANCH MGR \_\_\_\_\_ DATE \_\_\_\_\_

COURSE FEES A/C NO: \_\_\_\_\_

ACCOMMODATION A/C NO: \_\_\_\_\_

TRAVELLING A/C NO \_\_\_\_\_

Forward to Senior Training Officer Alan Byrne, Dwellingup (Email: alanby@calm.wa.gov.au  
FAX:08 95381244)

Application Approved

Not Approved

SIGNATURE: Human Resources Branch \_\_\_\_\_ DATE: \_\_\_\_\_

## PART 3

## SHORT COURSES-1999

(\* ) Accredited Nationally  
(\*\* ) NFROT or Accredited Internationally

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TITLE	CONDUCTED BY CONTACT	VENUE	DATES
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### COURSES IN FIELD OPERATIONS

* <b>Basic Chainsaw Maintenance and Handling:</b> A two day course to teach the correct use of chainsaws (up to 60cc capacity) for trimming, docking, dressing & squaring timber with emphasis on safety & maintenance. <b>Cost is \$100 per person.</b>	CALM William Towie Mandurah Tom Wood Harvey Merv Smith Walpole Brian Smith Dwellingup	Districts	As required
* <b>Driver Training (Light Vehicles 4x4):</b> 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"><li>• maintenance checks</li><li>• stall out &amp; recovery</li><li>• mud &amp; sand obstacles</li><li>• ascents &amp; descents</li><li>• wheel placement</li><li>• transmission wind-up.</li></ul>	CALM Alan Byrne Dwellingup	Dwellingup Training Centre	June/July
* <b>Driver Training (Heavy Duty 4x4):</b> This three-day course is to provide new & 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
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| <p>* <b>Law Enforcement Training:</b><br/>All CALM personnel are required to know the relevant parts of the CALM &amp; Wildlife Conservation Acts and Regulations, powers and limitations to powers, procedures of a law court, taking and presenting evidence, making a statement, role of Crown Law.</p>   | <p>CALM<br/>Kevin Morrison<br/>Como</p>          | <p>Dwellingup<br/>Training Centre<br/><br/>Como<br/>SOHQ Training<br/>Centre</p> | <p>8-12 March<br/>(Trainees only)<br/><br/>25-29 October<br/>(Open to all<br/>CALM Staff)</p> |
| <p>* <b>Search Techniques:</b><br/>The aim of this course is to provide personnel with knowledge and skills required in operation searches for lost persons or property.</p>   | <p>S.E.S.<br/><br/>Alan Byrne<br/>Dwellingup</p> | <p>Bunbury</p>   | <p>August</p>   |
| <p>* <b>Field Engineering:</b><br/>This three-day course will provide officers with the knowledge &amp; skills necessary for them to design, select &amp; maintain roads.<br/>Topics include:</p> <ul style="list-style-type: none"> <li>• authority</li> <li>• procedure</li> <li>• map reading</li> <li>• area calculation</li> <li>• visual impact</li> <li>• environmental impact</li> <li>• road selection &amp; design.</li> </ul> | <p>CALM<br/>Alan Byrne<br/>Dwellingup</p>        | <p>Dwellingup</p>  | <p>February<br/>October</p>   |



## TITLE

CONDUCTED  
BY  
CONTACT

## VENUE

## DATES

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
<p>* <b>Advanced Recreation Planning &amp; Management:</b> The course will cover a range of topics including .</p> <ul style="list-style-type: none"> <li>• Leisure, visitor services &amp; marketing</li> <li>• Recreation resource planning</li> <li>• Site planning, preparation &amp; implementation</li> <li>• Visitor management through information &amp; interpretation</li> <li>• Visitor safety &amp; risk management.</li> </ul>	<p>CALM Wayne Schmidt Como</p>	<p>Point Walter Ministry of Sport &amp; Recreation's Conference Centre</p>	<p>TBA May</p>
<p>* <b>Interpretive Activities Design Workshop:</b> This four-day workshop empowers you to design your own interpretive activity with professional guidance. You will gain experience in planning &amp; interpretive activities programme or ecotour that enriches the experiences of visitors to natural &amp; cultural areas. The Workshop includes a demonstration ecotour, a Participant Workbook is provided. Units of this workshop meeting National Tourism Industry competency standards &amp; are recognised by the Australian Travel &amp; Tourism Review Panel. <b>Cost: \$300.</b></p>	<p>CALM Gil Field Como</p>	<p>University of Notre Dame</p>	<p>End of June, early July minimum of 10.</p>
<p>* <b><i>Phytophthora cinnamomi</i> Management Course</b> The course contents include:</p> <ul style="list-style-type: none"> <li>• History</li> <li>• Policy</li> <li>• Biology</li> <li>• Disease distribution, symptoms &amp; interpretation</li> <li>• Mapping</li> <li>• Planning</li> <li>• Hygiene tactics</li> </ul>	<p>Kevin Vear Como</p>	<p>As required</p>	<p>As required</p>

	TITLE	CONDUCTED BY CONTACT	VENUE	DATES
*	<b><i>Phytophthora cinnamomi</i> Detection, Diagnosis &amp; Mapping (Interpretation) Course</b> Course content includes: <ul style="list-style-type: none"> <li>• History</li> <li>• Policy</li> <li>• Biology</li> <li>• Disease distribution, symptoms &amp; interpretation</li> <li>• Mapping</li> <li>• Planning</li> <li>• Hygiene tactics</li> <li>• Field demarcation</li> <li>• Identification of susceptible plants</li> <li>• Soils/Landforms</li> <li>• Sampling Techniques/recording</li> <li>• Phosphite application</li> </ul>	Alex Moylett Bunbury	As required	As required
*	<b><i>Phytophthora cinnamomi</i> Hygiene Course</b> Course content includes: <ul style="list-style-type: none"> <li>• History</li> <li>• Policy</li> <li>• Biology</li> <li>• Field demarcation</li> <li>• Hygiene Tactics</li> <li>• Split phase work methods.</li> </ul>	William Towie Mandurah	As required	As required
*	<b><i>Phytophthora cinnamomi</i> Phosphite Operations Course</b> Course content includes: <ul style="list-style-type: none"> <li>• Biology of <i>P.cinnamomi</i></li> <li>• The chemical phosphite &amp; its mode of action</li> <li>• Health &amp; safety aspects associated with using &amp; handling</li> <li>• Application using the Backpack Mister &amp; truck injection method</li> <li>• Aerial application</li> </ul>	Russell Smith Bunbury	As required	As required
*	<b>Firearms Safety:</b> The aim of this course is to enable personnel to use firearms safely & effectively & to be able to make any firearm safe. Training is given on a variety of firearms including pistols, low-powered & high-powered rifles.	CALM Tony Brandis Harvey	As required	As required
*	<b>Bulldozer Operators:</b> To provide course participants with the skills & knowledge to enable them to operate a track dozer competently, safely & efficiently in a forest environment. Theory 3 days, practical yet to be advised.	CALM Walpole District	As required	As required

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**TITLE****CONDUCTED  
BY  
CONTACT****VENUE****DATES**

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**Introductory Course for Volunteer Management:**

\* This two-day course is aimed at providing volunteer coordinators & supervisors of volunteers with an introduction to volunteering, & to provide the fundamental skills & knowledge essential to the development & management of volunteer Programmes.

CALM  
A/Volunteer Co-ordinator  
Margaret Buckland  
Como

Como, Training Centre

Yet to be determined

**Fauna Management**

\* This five day live-in course is designed to provide participants with an appreciation of fauna management & the competence required to plan & implement operational fauna management programmes. It includes five half day field sessions on fauna survey techniques & animal handling.

Lectures are presented by staff from Nature Conservation Division & Science & Information Division.

Lecture topics include:

- CALM's role & responsibilities in fauna management
- Conservation status of WA fauna & Recovery Plans
- Impacts of introduced animals & land management practices
- ecology & management of WA fauna
  - mammals
  - birds
  - reptiles & frogs
- fauna management plans
- survey & monitoring techniques
- collection & identification of fauna specimens
- working with the media
- management of derelict, displaced & damaging fauna.

**Cost: \$250 per person for CALM staff (covers food & accommodation)**

**\$500 per person for external participants.**

Peter Orell  
Wildlife Branch  
Como  
08 93340454

Batalling Field Study Centre, Morningson District.

18-22 October

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

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**TITLE****CONDUCTED  
BY  
CONTACT****VENUE****DATES**

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**Cave Guiding Course:**

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

CALM  
Ron Shimmon  
Yanchep

Yanchep  
National Park

As required.

**South Coast Regional Seminar:**

CALM  
Laura Beck  
Albany

Esperance

**Soil Conservation Course: - Level 1**

This is a half day course for CALM & contractor personnel. Participants will be taught how soil damage occurs & the factors that contribute to its severity. Basic work practices to avoid & rehabilitate soil damage & erosion will be presented. Courses will be held at District centres & include a field demonstration component.

CALM  
Roger Armstrong  
Bunbury

As required

As required

**Verbal Judo:**

This 2-day course provides officers involved in regulatory duties to generate voluntary compliance.

**Cost is \$400 per person.**

Bill King  
Verbal Judo  
Australia

As required

As required

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
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**COURSES IN HEALTH & SAFETY**

* <b>CALMSafe: (formerly Worksafe)</b> The aims of the course is to provide knowledge & understanding of Departmental Safety Policy & to develop a high degree of safety awareness. The course includes: <ul style="list-style-type: none"> <li>• Accident investigation</li> <li>• use of Chemical Users Manual</li> <li>• Hazchem system</li> <li>• lifting &amp; carrying</li> <li>• hearing protection</li> <li>• workers compensation.</li> <li>• manual handling</li> </ul> Minimum number of 8.	CALM Tom Wood Como	As required	As required
* <b>Health &amp; Fitness:</b> The one-day course contains personal fitness, effective exercise programmes, effect of alcohol, smoking & environmental stress & identifying a healthy lifestyle.	CALM Linda Gilbert	At Districts /Regions	As required
* <b>First Aid Training:</b> 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
<b>Occupational Health &amp; Safety for Managers.</b> This course aims to provide up-to-date information on health & safety programmes for managers..	CALM Tom Wood Como	As required	As required
* <b>Visitor Risk Management</b> A two day course to provide participants with the knowledge & skills that will: minimise the risk of injury to visitors to the CALM Estate &,demonstrate a professional approach to upholding our duty of care in a manner, which enhances CALM's reputation for caring & efficient stewardship of lands, water & wildlife resources.	CALM John Ireland	As required	As required

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
<p><b>Occupational Health &amp; Safety for Supervisors/ Safety Co-ordinators:</b>            This course covers health &amp; safety legislation, how it applies to workers &amp; 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><b>Occupational Health &amp; Safety Representatives:</b>            5 day training for elected health &amp; safety representatives provided by external organisations, such as IFAP, TLC.  <b>Cost \$595.</b></p>	Enquiries CALM Tom Wood	Various	Multiple dates
<p><b>Pesticides Application &amp; Safety Course:</b>            All CALM staff dealing with pesticides will receive instruction in the uses, application methods &amp; safety aspects.            Minimum number of 10.  <b>Cost \$150</b></p>	Presenters FarmCare.  Enquiries CALM Tom Wood Como	As required.	As required
<p><b>1080 Operational Procedures:</b>            This 2-day course presents information on the use &amp; 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.  <b>Cost is \$50 per person.</b></p>	CALM Roger Armstrong Bunbury	As required	As required

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
<p><b>Peer Support Team Meeting (6 monthly review)</b> A 6 monthly review &amp; training session for Peer Support Team Members.</p>	<p>CALM Linda Gilbert or Tom Wood</p>	Bunbury	<p>12 March September TBA</p>
<p><b>Health &amp; Fitness Leaders:</b> Individuals who have a strong interest in health &amp; fitness, who would like to become advocates for health &amp; fitness in their workplace are invited to nominate for 2.5 day programme. Non-smokers only. This course covers health issues &amp; resources available, fitness leadership &amp; personal exercise plans. <b>Cost: Accommodation &amp; transport.</b></p>	<p>CALM Linda Gilbert Como</p>	Perth based	July 1999
<p><b>Health &amp; Fitness Leaders (annual review)</b> Annual training for Health &amp; Fitness Leaders</p>	<p>CALM Linda Gilbert</p>	Bunbury	September 1999
<p><b>Conversing with the Community</b> A workshop designed to help CALM people &amp; their families deal positively with extreme views &amp; criticism in their community. To develop:</p> <ul style="list-style-type: none"> <li>• Skills in self protection during social discussions with local people about conservation issues, including the ability to de-personalise extreme views.</li> <li>• Strategies &amp; practice skills for defusing aggression &amp; facilitating reasoned discussion rather than confrontation.</li> </ul>	<p>CALM Tammie Reid (Community Ed. Officer)</p>	Local venues	As required



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**TITLE**

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BY  
CONTACT**

**VENUE**

**DATES**

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**COURSES IN MARINE  
QUALIFICATIONS**

<b>**</b>	<b>Open Water Diver:</b> This course is intended for CALM personnel who are required to use compressed air in underwater operations. Participants must have a current medical clearance & provide their own dive equipment, including scuba.	CALM Alan Byrne Dwellingup	As required	As required
<b>**</b>	<b>Rescue Diver:</b> 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, & have current medical clearance.	CALM Alan Byrne Dwellingup	As required	As required
<b>**</b>	<b>Coxswain's Certificate:</b> 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.	Department Of Transport (Contact Alan Byrne - CALM)	TBA	TBA
<b>*</b>	<b>Certificate of Proficiency in Small Vessel Handling:</b> The aim of this four-day course is to teach the skills & knowledge to operate small vessels (less than 8m) safely & efficiently on closed & open waters, not exceeding five nautical miles off shore.	CALM Alan Byrne Dwellingup	As required	As required

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
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**COURSES IN FOREST RESOURCES**

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

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
<p>* <b>Basic Faller Course: (Hardwood or Softwood)</b>  This course provides four-days (one-day theory &amp; three-days practical) training in techniques &amp; working methods necessary to safely fall "sound" trees up to 1.0 metre butt diameter.  <b>Pre-Requisite:</b> Chainsaw Operator's Qualifications.</p>	CALM William Towie Dwellingup (4 Days)	As required	As required
<p>* <b>Advanced Hardwood Faller Course:</b>  Provides participants with the necessary skills &amp; knowledge to make appropriate assessment &amp; felling cuts for difficult or/&amp; hazardous trees including:</p> <ul style="list-style-type: none"> <li>• heavy forward lean</li> <li>• hollow butt</li> <li>• multi legged trees</li> <li>• trees greater than 2.2x bar length</li> <li>• planning systems</li> <li>• hazards in fire situations</li> </ul> <p><b>Pre-Requisite:</b> Chainsaw Operator's Qualifications.</p>	CALM William Towie Mandurah (4 days)	As required	As required
<p>* <b>Timber Drying Course</b>  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 &amp; field visits.  Course participants are assessed by a half hour written test each morning &amp; a take home assignment each week.</p>	CALM Manager, Timber Technology Harvey	CALM Timber Technology, Weir Road, Harvey	3 or 4 times a year, as required
<p><b>Safety Certificate Course Management &amp; Supervisors</b>  3 day course customised for business unit staff. Covers 6 modules including:</p> <ol style="list-style-type: none"> <li>1. Safety &amp; Health Regulations.</li> <li>2. Identification &amp; control of hazards in the workplace.</li> <li>3. Prevention of manual handling injuries.</li> <li>4. Plant, machinery &amp; equipment</li> <li>5. Accident investigation.</li> <li>6. Managing Safety.</li> </ol>	CALM W. Towie Mandurah	As required	As required

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
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*	<p><b>Softwood Tree-marking:</b> A two-day course to provide CALM staff &amp; selected AWU employees with the necessary knowledge &amp; skills to carry out tree-marking.</p>	<p>CALM Ron Newman Bryan Doust Busselton</p>	<p>Districts</p>	<p>April/May</p>
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	<p><b>Hardwood Silviculture:</b> On-the-job training covering silviculture specifications &amp; includes training in visual resource management.</p>	<p>CALM Alan Seymour</p>	<p>Districts</p>	<p>As requested</p>
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**SFRBU CONFERENCE**

Annual Conference based around the following objectives:

- Review business achievements & set new goals.
- Information updates.
- Develop team spirit & relationships.
- Celebrate achievements & success.

*	<p>This year's Conference will be attended by the Sandlewood &amp; Softwood &amp; SFRBU staff.</p>	<p>CALM W. Towie</p>	<p>Margaret River</p>	<p>May 4 - 7</p>
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**TITLE****CONDUCTED  
BY  
CONTACT****VENUE****DATES**

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**PLANTATIONS GROUP COURSES****Plantation Establishment:**

This course aims to provide participants with sufficient knowledge & skills to meet the requirements for successful plantation establishment (pine & eucalypt). It will concentrate on the contract system, liaison with property owners, site evaluation, site preparation, weed control, planting & insect control.

CALM  
Ray Fremlin  
Bunbury

TBA

10-13 February

**Further Courses:**

The Plantations Group has developed the following training courses:

- Site Preparation for the Establishment of Plantations.
- Weed Management
- Site Evaluation for Reafforestation
- Pest & Disease Management

These courses will eventually form the basis of complete training programmes suitable for the following groups:

- contractors & operators
- CALM personnel aspiring to join the plantations group
- field assistants & assistant area coordinators
- area coordinators
- scheme managers
- senior management
- external agencies

CALM  
Ray Fremlin  
Bunbury

TBA

Late in the year

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
<b><u>COURSES IN FIRE MANAGEMENT</u></b>			
* <b>Incident Control System:</b> This 2.5 day course is to provide the participant with working knowledge of the Incident Control System used by the agency	CALMfire David Rawet Bunbury	TBA	TBA
* <b>Operational Management:</b> This course provides 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. Duration is 5 days.	CALMfire David Rawet Bunbury	TBA	28 <sup>th</sup> June to 2 <sup>nd</sup> July.
* <b>Logistics Management:</b> This course provides the participant with the skills and knowledge to manage the logistical arrangements of an incident. Duration is 5 days.	CALMfire David Rawet Bunbury	TBA	11 <sup>th</sup> to 15 <sup>th</sup> October
* <b>Incident Planning:</b> This course provides the participant with the skills and knowledge to manage the planning functions of an incident. Duration is 5 days.	CALMfire David Rawet Bunbury	TBA	9 <sup>th</sup> to 13 <sup>th</sup> August
<b>Incident Control:</b> The purpose of this course is to provide the participant with the knowledge and skills to control a large incident. Expected course duration is 5 days.	CALMfire David Rawet Bunbury	TBA	20 <sup>th</sup> to 24 <sup>th</sup> September
* <b>Sector Commander Course:</b> The purpose of this course is to provide experienced crew leaders with the skills and knowledge to manage a small incident, or to command a Sector on a larger incident. Expected course duration is 5 days.	CALMfire David Rawet Bunbury	TBA	TBA
* <b>Fire Control Line Construction Using Machines:</b> This provides experienced plant operators with the knowledge and skills to construct fire control line with machines.	CALMfire David Rawet Bunbury	TBA	TBA

## TITLE

CONDUCTED  
BY  
CONTACT

## VENUE

## DATES

**Fire Management Within CALM:**

The purpose of this 5 day course is to provide participants with knowledge, skill and understanding of the systems, procedures, requirements and legal matters that CALMfire deals with and operates within.

CALMfire  
David Rawet  
Bunbury

Busselton

17<sup>th</sup> to 21<sup>st</sup> May  
19<sup>th</sup> to 23<sup>rd</sup> July  
30<sup>th</sup> August to 3<sup>rd</sup> September

**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 fire behaviour, fire suppression, communications and CALM's incident control system.

CALMfire  
David Rawet  
Bunbury

TBA

TBA

**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.

CALMfire  
David Rawet  
Bunbury

TBA

TBA

**ICS Unit Leader Courses:**

These courses will provide the participant with the knowledge and skills to lead Units in the Logistics and Planning Sections of an ICS structure.

CALMfire  
David Rawet  
Bunbury

TBA

TBA

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
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**COURSES IN BUDGET & FINANCE  
MANAGEMENT**

*	<p><b>Simple Procurement:</b> This 2-day course covers the purchasing process &amp; application of Government policy. It meets the competency for simple procurement in the State Public Sector &amp; covers purchasing documentation &amp; procedures, specifications, legal &amp; ethical aspects of purchasing, QA &amp; customer service.</p>	State Supply Commission	As required	TBA
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**TITLE****CONDUCTED  
BY  
CONTACT****VENUE****DATES**

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**COURSES IN CORPORATE  
TRAINING****RISK MANAGEMENT****Introduction to TI 109**

A full one day course for managers & supervisors that will enable them to understand the wider implications of risk management & its applications. The course content covers:

- identification of assessment & treatment of risk
- control & minimisation of risk
- application to management practices at strategic & operational levels
- links with other Legislation EEO, Disabilities Act Public Sector Standards & compliance issues
- benefits to the organisation through increased organisational effectiveness

**Cost: \$40**

Risk Management  
Unit  
John Ireland  
93340219

To be  
determined

As required

**TI 109 & Linking with the Aus/NZ  
National Standard 4360**

This half day course is for all employees. It is to assist interpreting & applying the legislation in a wider context more effectively. This covers:

- an overview of the TI 109
- its relevance & links with the national standard
- its application to CALM operations

**Cost \$20**

Risk Management  
Unit  
Contact John  
Ireland  
93340219

To be  
determined

As required

**Human Resource Management  
The Role & Responsibilities of  
Members of Selection Panels**

This one day course is available to all employees. This would increase the effectiveness of selection panels & ensure continued compliance with legislative obligations. The content of the course includes:

- an overview of the process
- information regarding legal requirement including the public sector standards & EEO legislation
- issues associated with the shortlisting of applicants
- interview techniques
- documenting interviews
- practical session

**Cost \$85 with maximum of 15**

External  
consultants &  
HRB  
Contact  
Rosemary  
Seneviratne

To be  
determined.

May-July as  
required

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
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**CONVENORS OF SELECTION  
PANELS**

**Roles & Responsibilities**

A one day course for all employees & particularly for supervisors & managers. Course content includes:

- Legal obligations & compliance
- Shortlisting of applicants
- Setting up panels & briefing panel members
- Formulating interview questions
- Making a decision & documenting the report
- Providing feedback to applicants
- Practical session

**Cost \$100 with maximum of 15.**

External consultants & HRB  
Contact  
Rosemary Seneviratne  
93340229

To be determined

May-July as required

**Job Application & Interview Skills**

This course is designed to provide employees with an awareness of current job application & interview techniques & understanding of the requirements for effectively addressing job related selection criteria. Content includes:

- Current requirement in the public sector
- Skills & competency analysis
- Writing a resume
- Addressing selection criteria
- Behavioural interview & the interview process

**Cost \$65**

PDTU Consultancy  
Contact  
Rosemary Seneviratne  
93340229

To be determined

April-June

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
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**Performance Management**

This one day course introduces the new Performance Development System for CALM. It outlines the underlying principles of the system & focus on skills required for effective performance management. Content covers:

- Performance development framework, policy & guidelines
- Elements of an effective performance management system
- Skills required to successfully engage employees in the performance development process
- Giving & receiving feedback in an appraisal interview.

**Cost approx. \$100 maximum of 15 participants.**

External consultants & HRB  
Contact Rosemary Seneviratne 93340229

To be determined includes country areas

**FINANCIAL SERVICES**

**Purchasing Environment Course**

A half day course that familiarises staff with current State Supply Commission policy & associated legislation. Address Element 1.1 of the Public Sector Procurement Competency Standards. It covers:

- Introduction to Procurement Competency Standards
- Purchasing Legislation, Policies & Guidelines
- Procurement concepts & terminologies
- Sources of assistance
- **Cost \$85, lower cost if there are sufficient participants for programme to be conducted in-house).**

External consultants  
Contact Glenn Giudici 93340118

Perth

To be determined

**Operational Purchasing Course**

This two day introductory course in procurement for officers conducting procurement in the WA public sector. Pre-requisite completion of the Purchasing Environmental course. Completion of both courses satisfies all elements of Unit 1 Procurement Competency Standards. Content includes:

- Clarification & specification of requirements
- Procurement method
- Maintain procurement information
- QA, legal & ethical aspects of procurement
- Obtain goods & services & receive supplies

**Cost \$270 lower cost if there are sufficient participants for the programme to be conducted in-house.**

External consultants  
Contact Glenn Giudici 93340118

Perth

To be determined

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
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**Introduction to Contract & the Law**

This two day course is presented by PACCER & it is accredited (AQWF4). Completion of the purchasing environment & operational purchasing courses is desirable as a pre-requisite. This programme identifies the elements of a contract & explains the legal framework. It covers:

- Functions of a contract
- Contract management
- Legal frameworks of a commercial sector & sources of legal advice
- Discharge & breach of contracts

**Cost approx. \$400 lower cost if there are sufficient numbers for in-house programme.**

External consultants  
Contact Glenn Giudici  
93340118

Perth

To be determined

**Specification Writing & Tender Preparation**

A practical two day course that will enable participants to interpret, check, critique & prepare tender specifications. Content includes:

- Description of the tender process
- Specification methods
- Describe requirement & plan tender document
- Check quality & evaluate tender document

**Cost approx. \$400 lower cost if sufficient numbers for in-house programme.**

External consultants  
Contact Glenn Giudici 93340118

Perth

To be determined

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**TITLE****CONDUCTED  
BY  
CONTACT****VENUE****DATES**

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**Contract Management**

This two day course teaches participants how to prepare a contract management plan & to facilitate management of service contracts. It meets Australian Qualification Framework level AQF 4. Content includes:

- Identifications of differences between managing services & managing good contracts
- Identify outputs monitor & measure performance
- Negotiate & maintain performance levels contractor
- Probity requirements establish & maintain management systems
- Customer satisfaction
- Strategic relationships with contractor
- Legislative compliance & best practice procedures

**Cost approx. \$400 lower cost if sufficient numbers for in-house programme.**

External consultants:  
Contact:  
Glen Giudici  
93340118

Perth

To be determined

**Procurement Planning (1x2 day & 1x1 day module)**

This three day course will enable participants to research, plan & recommend strategies for procurement planning. Meets Australian Qualification level AQF4. Course contents cover:

- Development of a process map
- Definition of required market research, conducting & analysing market research.
- Analysis of contract requirement.
- Identification of commercial opportunities.
- Evaluation of tendering methods.
- Establishment of output measures.
- Planning tendering & contract management process.
- Development & presentation of strategy reports.
- Review & identification of improvement to the planning process.

**Cost: Approx. \$600 (lower cost if sufficient numbers for in-house programme).**

External consultants  
Contact:  
Glenn Giudici  
93340118

Perth

To be determined

**OTHER COURSES****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 & paper, engineered products etc.

TAFE

TAFE Bunbury  
(Part-Time)

Enrolments on 4-5 February.

TAFE  
Manjimup

Enrolments by mid-February

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## **PART 4      ACCESSING THE AUSTRALIAN TRAINING REGISTER**

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### **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.





- (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 (08) 9360 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 1999 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 Alan 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 UNDERGRADUATE SCHOLARSHIPS**

Early in 1999 CALM people who have not had the opportunity to study at the post secondary education level will be invited to apply for the Executive Director's Undergraduate Scholarship. Further information on the Undergraduate Scholarship Scheme will be forwarded to all Cost Centre Managers in due course. Interested CALM people can contact Senior Training Officer Alan Byrne at the Training Centre on (08)95381200.

## **6.4 C. E. LANE POOLE MEMORIAL TRUST AWARD – 1999**

### **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 1999 Award**

The 1999 Lane Poole Memorial Trust award will be advertised in March 1999. For further details please contact Hamish Crawford on 08 94420300.

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## **PART 7      SELF-DIRECTED EDUCATION & TRAINING: VIDEO TRAINING PROGRAMMES**

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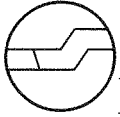
CALM supports progressive educational concepts, such as self-directed learning, particularly when distance, time and cost do not allow CALM staff to attend metropolitan or regional training Programmes. To this end, CALM has been looking for ways to bring training courses to as many CALM staff as possible. This is accomplished by the purchase of a library of training videos and manuals for distribution to CALM centres.

District or Regionally based facilitators/trainers will be used to run programmes. The videos and manuals will not be sent unless a facilitator/trainer is available.

The video titles are listed below:

1. The Power of Assertive Behaviour.
2. How to Successfully Manage your Time.
3. Effective Meeting Participation.
4. Team Building - a Positive Approach.
5. Courtesy, Etiquette and Attitude in the Workplace.
6. Managing Stress in the Workplace.
7. Effective Report Writing.

To order the above videos, please contact the training staff on (08) 9538 1200, FAX (08) 9538 1244 or Email address [alanby@calm.wa.gov.au](mailto:alanby@calm.wa.gov.au) Videos will be loaned for a two-week period.



# FEEDBACK SHEET

Title of Session.....Date.....

Please fill in these forms on a firm flat surface and use a ball point pen.

What were the key ideas in this session?

.....  
.....  
.....

What aspects of this session worked best for you and why?

.....  
.....  
.....

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)?

.....  
.....  
.....

Please use this scale to give your overall view of the session. Please block out one circle for each answer.

1 2 3 4 5

- |  |   |                   |                         |
|--|---|-------------------|-------------------------|
| 1. Was the subject matter relevant to your needs?  | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>                       | <u>Not at all</u> | <u>Perfect</u>          |
| 2. How effective was the style of the session?   | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>                       | <u>Not at all</u> | <u>Excellent</u>        |
| 3. How useful were the teaching aids, overheads, handouts, interactive exercises, props? | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | <u>Not at all</u> | <u>Extremely Useful</u> |
| 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"/> <input type="radio"/> | <u>Not at all</u> | <u>Extremely Well</u>   |

.....

Have you any comments or concerns that you would like to express to the organisers?

.....  
.....

Your name (optional).....