

Training Courses 1985/86

*Compiled by
Departmental Training Committee*



Department of Conservation
and Land Management

Training Courses 1985/86

Compiled by Departmental Training Committee

C O N T E N T S

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INTRODUCTION

This is a summary of Training Courses available to staff of the Department of Conservation and Land Management.

The publication includes a Training Calendar for the period 1 July 1985 to June 1986, and a set of course outlines.

The Training Calendar (Part 1) is a month by month statement of those courses for which dates have been determined. The course serial number, in date sequence, will enable the course outline to be readily identified in Part 2. In brackets, after the course serial number, is the course code from the computerised training course summary.

The Catalogue is divided into two sections. The first section (Part 2) lists those courses for which there is a generally agreed training need, and for which dates, sometimes general, sometimes specific, have been determined. The second section (Appendix) lists courses which are available if a training need is confirmed but have not yet been programmed definitely.

This publication does not purport to be either definitive or complete. It is expected that further courses will be added and amendments made to courses already programmed.

Officers proposing further courses should:-

1. Establish the Training Need.
2. Check that the proposed new course does not conflict with courses already programmed.
3. Check that funds and other resources are available.
4. Fill in the Course Proposal Form (FD819) as described in Circular 6/85: Training Organisation and Procedures. The form should be sent to Regional Forester (Training) F.H. Pridham at Cadet School, Dwellingup.

Officers wishing to amend courses on the calendar should inform F.H. Pridham, Regional Forester (Training) at Cadet School, Dwellingup, who will amend the programme.

Responsibility for issuing course joining instructions lies with the Region, Branch, or Officer initiating the course. For some courses, trainees will already have been selected to attend and will be nominated in the joining instructions. For other courses, interested Departmental Staff will be invited to apply through their O.I.C's. If such staff do not obtain a course vacancy they should use the Staff Appraisal procedure to discuss with their O.I.C. their future participation in similar courses.

Officers conducting courses should endeavour to issue joining instructions so that participants have two months notice of programmed courses. Copies of all joining instructions should be sent to the Secretary of the Departmental Training Committee at Operations Headquarters, Como.

At the end of the course, the initiating officer should comply with Circular 6/85. Please complete and send in the Training Course Evaluation Form (FD 820) and the Course Record Form (FD 794). These forms are essential for the evaluation process, and for updating the central Training Register.

The Training Calendar and Course Outlines presented here are essentially concerned with courses applicable to the Department, lasting more than one day. They are not intended to inhibit local training by Regions and Districts, but to supplement it.

Regional and District Managers, and Branch Heads. Please ensure that this publication is circulated as widely as possible.

PART I

TRAINING CALENDAR

1st July 1985 - 30 June 1986

PART 1 TRAINING CALENDAR
1st July 1985 - 30 June 1986

<u>DATE</u>	<u>SERIAL NO.</u>	<u>COURSE</u>
<u>JULY 1985</u>		
8 - 12	1/85/86	CLIFF RESCUE TRAINING
14, 15, 16	2/85/86(PFO)	INTERMEDIATE FIRE COURSE
21, 22, 23	2/85/86(PFO)	INTERMEDIATE FIRE COURSE
	3/85/86(DRD)	ENVIRONMENTAL EDUCATION - ACCLIMATISATION
<u>AUGUST 1985</u>		
	4/85/86	COMPUTER COURSE - FIRE SUPPRESSION, PRIME USERS
	5/85/86(REA)	PERUP FIELD ECOLOGY
5 - 16	6/85/86(SDA)	MOTOR VEHICLE DRIVING INSTRUCTORS' COURSE
19 - 30	6/85/86(SDA)	MOTOR VEHICLE DRIVING INSTRUCTORS' COURSE
6 - 9	7/85/86	CANOE EDUCATION - WHITE WATER COURSE
12 - 15	8/85/86(PBG)	BUSH FIRE BOARD INTERMEDIATE FIRE PROTECTION
19 - 23	9/85/86(PBA)	BUSH FIRES BOARD FIRE WEATHER COURSE
27 - 28	10/85/86	OVERSEERS' COURSE
28 - 29	10/85/86	OVERSEERS' COURSE

SEPTEMBER 1985

16 - 18	10/1/85/86	AIRCREW (NAVIGATOR) TRAINING COURSE
17 - 18	10/2/85/86	AIRCREW (BOMBARDIER) TRAINING COURSE
24 - 26	11/85/86	SOUTH COAST REGIONAL SEMINAR
	11/1/85/86	RECREATION WORKSHOP
24 - 26	11/1/85/86	RECREATION WORKSHOP
23 - 24	11/2/85/86	BASIC CHAINSAW COURSE

OCTOBER 1985

1 - 2	11/2/85/86	BASIC CHAINSAW COURSE
7 - 11	12/85/86	PLANT IDENTIFICATION WORKSHOP
12 - 13	8/85/86(PBG)	BUSH FIRES BOARD INTERMEDIATE FIRE PROTECTION
	13/85/86	CROSS CULTURAL WORKSHOP

NOVEMBER 1985

	5/85/86(REA)	PERUP FIELD ECOLOGY
4 - 8	14/85/86	SEARCH AND RESCUE
26 - 27	11/2/85/86	BASIC CHAINSAW COURSE

DECEMBER 1985

10 - 11	15/85/86	FINANCE SEMINAR - BUDGET AND ESTIMATES
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JANUARY 1986

16/85/86

INTERMEDIATE FALLERS
COURSE

16/1/85/86

BUSH FIRES BOARD, BASIC
FIRE PROTECTION COURSE

FEBRUARY 1986

17/85/86

ADVANCED FALLERS COURSE

17/1/85/86

BUSH FIRES BOARD,
ADVANCED FIRE PROTECTION
COURSE

MARCH 1986

5/85/86(REA)

PERUP FIELD ECOLOGY

17 - 21

18/85/86

COASTAL MANAGEMENT
SEMINAR

APRIL 1986

15, 16, 17

19/85/86

PARK RANGERS SEMINAR

MAY 1986

	20/85/86(MTB)	BASIC INSTRUCTORS' COURSE
	5/85/86(REA)	PERUP FIELD ECOLOGY
	21/85/86(DRC)	OUTDOOR EXPEDITION SKILLS
	21/85/86(DRC)	OUTDOOR EXPEDITION SKILLS
	21/85/86(DRC)	OUTDOOR EXPEDITION SKILLS
27 - 29	22/85/86	FIRST AID (SPECIAL COURSE)

JUNE 1986

	23/85/86	WRITTEN COMMUNICATION
	23/85/86	WRITTEN COMMUNICATION
	23/85/86	WRITTEN COMMUNICATION
	24/85/86	LAW ENFORCEMENT TRAINING

PART 2

COURSE OUTLINES
Courses Scheduled
for 1985/86

CLIFF RESCUE TRAINING

COURSE SERIAL NUMBER: 1/85/86

TRAINING OBJECTIVES:

The trainee shall demonstrate ability to use the equipment used in cliff rescue, and the ability to employ lowering and raising techniques. The trainee shall demonstrate ability to co-ordinate search and rescue operations based on standard procedures.

NUMBER OF TRAINEES: 12 - 14

QUALIFICATION FOR ENTRY:

National Park Rangers who have already had limited training in Search and Rescue. They must be fit and keen for admission to the course.

METHOD OF SELECTION:

Districts and Regions to Ms Mary Colreavy.

PROPOSED DATE AND DURATION:

8 - 12 July 1985.

VENUE:

Statham Quarry, Maidavale, Perth.

CONTACT FOR FURTHER INFORMATION:

Personnel Branch, Mary Colreavy.

OTHER:

This course will be conducted by S.A.S Training Squadron.

INTERMEDIATE FIRE COURSE (2 Courses).

COURSE SERIAL NUMBER: 2/85/86(PFO)

TRAINING OBJECTIVES:

Trainee shall demonstrate improved knowledge and understanding of Fire Control and Fire Management.

NUMBER OF TRAINEES: 30 in each Course.

QUALIFICATION FOR ENTRY:

Field Officer of less than five years experience of fire control. Also senior Pilots.

METHOD OF SELECTION:

By Districts and Regions for approval Protection Branch.

PROPOSED DATE AND DURATION:

1st Course 14, 15, 16 July 1985. 2nd Course 21, 22, 23 July 1985.

VENUE:

Geographe Bay Motel, Busselton.

CONTACT FOR FURTHER INFORMATION:

Protection Branch.

OTHER:

The Course will be available to all Field Officers, whether Rangers, wildlife Officers or Forest Officers.

ENVIRONMENTAL EDUCATION - ACCLIMATISATION

COURSE SERIAL NUMBER: 3/85/86(DRD)

TRAINING OBJECTIVES:

- 1) Trainee shall be able to train and communicate about environmental matters particularly at the primary and secondary school levels.
 - 2) Trainee shall acquire awareness of new approaches to nature study, to environmental education and to group control.
-

NUMBER OF TRAINEES: 30 - 35

QUALIFICATION FOR ENTRY:

Course is open to all environmental educators, e.g. Gould League, Y.M.C.A., Guides. Also to C.A.L.M. nominees who will be given preference.

METHOD OF SELECTION:

By Information/Education Branch, with Training Committee Assistance.

PROPOSED DATE AND DURATION:

Late July, early August 1985. Duration will vary, according to demand and level, from lecture, to 1 day Workshop or 2 day Seminar.

VENUE:

Perth and major country centres.

CONTACT FOR FURTHER INFORMATION:

Information & Education Branch (Tammie Reid).

OTHER:

COMPUTER COURSE - FIRE SUPPRESSION PRIME USERS

COURSE SERIAL NUMBER: 4/85/86

TRAINING OBJECTIVES:

- 1) Trainees shall be fully acquainted with the components of fire behaviour and suppression.
 - 2) Trainees shall be able to run fire suppression systems on test and real fires.
 - 3) Trainees shall subsequently be able to instruct divisional users in the acquired skills.
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NUMBER OF TRAINEES: 2 - 6

QUALIFICATION FOR ENTRY:

Selection by Protection Branch.

METHOD OF SELECTION:

By Protection Branch.

PROPOSED DATE AND DURATION:

August 1985 - 2 days.

VENUE:

CONTACT FOR FURTHER INFORMATION:

Computer Section (Phil Rebakis) or Protection Branch (Gerry van Didden).

OTHER:

PERUP FIELD ECOLOGY COURSE (4 Courses)

COURSE SERIAL NUMBER: 5/85/86(REA)

TRAINING OBJECTIVES:

- 1) Trainees will be informed of practical aspects of ecology.
 - 2) Trainees will be able to apply simple ecological methods in the field.
-

NUMBER OF TRAINEES: 8 per Course

QUALIFICATION FOR ENTRY:

Teachers of relevant topics and Departmental Officers engaged in Field Work and Planning.

METHOD OF SELECTION:

- 1) Teachers to be nominated and selected by Curriculum Branch of Education Department.
 - 2) Departmental Officers by Districts and Regions.
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PROPOSED DATE AND DURATION:

1st Course August 1985 - 5 days. 2nd Course November 1985 - 5 days, 3rd Course late February early March 1986 - 5 days, 4th Course May 1986 - 5 days.

VENUE:

Perup Forest Ecology Study Centre

CONTACT FOR FURTHER INFORMATION:

Information and Education Branch (Tammie Reid).

OTHER:

Course 1, will be mainly for Education Dept. Teachers.
Course 2, will be mainly for Teachers nominated by Catholic Commission Inservice Training.
Course 3, will be mainly for C.A.L.M. Staff.
Course 4, will be mainly for Education Department Teachers.

MOTOR VEHICLE DRIVING INSTRUCTOR COURSE

COURSE SERIAL NUMBER: 6/85/86(SDA)

TRAINING OBJECTIVES:

Trainee shall demonstrate a high level of practical and theoretical ability in driving, roadcraft and driving regulations. He or she shall be recommended by the National Safety Council as a satisfactory Driving Instructor and shall satisfy the R.T.A.'s standards for certification under Driving Instructors Act.

NUMBER OF TRAINEES: 6

QUALIFICATION FOR ENTRY:

Shall satisfy District and Regional Manager as to correct attitude, ability and availability to carry out Driver Training in the work place.

METHOD OF SELECTION:

Recommended by District and Regional Manager. Final selection by Training Committee, referring to National Safety Council if necessary, or by appraisal by qualified Departmental Driving Instructors.

PROPOSED DATE AND DURATION:

5 - 16 August 1985 - 10 days, 2 trainees. 19 - 30 August 1985 - 10 days, 4 trainees.

VENUE:

National Safety Council, Road Safety Division, Mt. Lawley.

CONTACT FOR FURTHER INFORMATION:

Personnel Branch, Frank Pridham.

OTHER:

CANOE EDUCATION - WHITE WATER COURSE

COURSE SERIAL NUMBER: 7/85/86

TRAINING OBJECTIVES:

Trainees shall demonstrate ability with all basic strokes and their application in white water. Emphasis shall be placed on safety techniques applicable to the paddler and canoe, plus techniques for the rescue of other paddlers.

NUMBER OF TRAINEES: 8 - 12

QUALIFICATION FOR ENTRY:

National Park Rangers. Should be physically fit and reasonable swimmers. Rangers based in Parks with rivers, especially white water, will have preference.

METHOD OF SELECTION:

Districts and Regions to Ms Mary Colreavy.

PROPOSED DATE AND DURATION:

6 - 9 August 1985.

VENUE:

Avon River, Walyunga National Park.

CONTACT FOR FURTHER INFORMATION:

Personnel Branch, Mary Colreavy.

OTHER:

The course will be conducted by Ed Bartosiak and other Instructors for the WA Board of Canoe Education.

BUSH FIRES BOARD INTERMEDIATE FIRE PROTECTION
(2 Courses)

COURSE SERIAL NUMBER: 8/85/86(PBG)

TRAINING OBJECTIVES:

Park Rangers shall be equipped with relevant theory (to be supported by later practical training), in order to fill a fire control function in National Parks.

NUMBER OF TRAINEES: 3 per Course

QUALIFICATION FOR ENTRY:

Park and Mobile Rangers with a sufficient fire control function. Completion of the Basic Bush Fires Protection Course is normally a prerequisite.

METHOD OF SELECTION:

Districts to Ms Mary Colreavy.

PROPOSED DATE AND DURATION:

1st Course 12 - 15 August 1985. 2nd Course 12 - 13 October 1985.

VENUE:

1st Course Perth, 2nd Course Albany

CONTACT FOR FURTHER INFORMATION:

Personnel Branch, Mary Colreavy.

OTHER:

The course is a Standard Course conducted principally by Officers of the Bush Fires Board.

FIRE WEATHER OFFICERS COURSE (BUSH FIRES BOARD)

COURSE SERIAL NUMBER: 9/85/86(PBA)

TRAINING OBJECTIVES:

Trainees shall understand the effects of weather on fire behaviour. Trainees shall demonstrate ability to record and report weather conditions and to programme fire control measures.

NUMBER OF TRAINEES: 7

QUALIFICATION FOR ENTRY:

Park and Mobile Rangers with a sufficient fire control function.

METHOD OF SELECTION:

Districts to Ms Mary Colreavy. Already nominated.

PROPOSED DATE AND DURATION:

19 - 23 August 1985.

VENUE:

Perth

CONTACT FOR FURTHER INFORMATION:

Personnel Branch, Mary Colreavy.

OTHER:

This course is a Standard Course conducted principally by Officers of the Bush Fires Board.

Vacancies on this course have already been filled.

OVERSEERS COURSE (2 Schools)

COURSE SERIAL NUMBER: 10/85/86

TRAINING OBJECTIVES:

- 1) Overseers shall be fully aware of their role within their Districts and Department.
 - 2) Overseers shall be more aware of Supervisory & Management Skills.
 - 3) Overseers shall be informed of several recent developments in the fields of Safety and Protection.
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NUMBER OF TRAINEES: 18 in each Course

QUALIFICATION FOR ENTRY:

Trainees shall be present Overseers, Acting Overseers or employees with the potential to be appointed Acting Overseer. The greater majority of Trainees shall be from Central and Southern Regions, but places for 2 Northern Region Overseers will be reserved on each course.

METHOD OF SELECTION:

By District Manager to Regional Manager.

PROPOSED DATE AND DURATION:

2 days including travelling. 1st School, 27 - 28 August 1986, 2nd School, 28 - 29 August 1986.

VENUE:

Geographe Bay Motel

CONTACT FOR FURTHER INFORMATION:

SDFO B Harvey, Conducting Officer, Central Region. Inspector E R Jenkins, Northern Region and SDFO A Walker, Southern Region.

OTHER:

AIRCREW (NAVIGATOR) TRAINING COURSE

COURSE SERIAL NUMBER: 10/1/85/86

TRAINING OBJECTIVES:

Trainee shall demonstrate knowledge of Navigating and Incendiary Dropping procedure.

Trainee shall demonstrate ability to operate effectively the appropriate Navigating and Incendiary Dropping equipment.

NUMBER OF TRAINEES: 15

QUALIFICATION FOR ENTRY:

5 Hours pre-school flight appraisal.

METHOD OF SELECTION:

By For. Gerard van Didden, Protection Branch

PROPOSED DATE AND DURATION:

2 1/2 days between 16 and 18 September 1985.

VENUE:

Busselton and Ludlow

CONTACT FOR FURTHER INFORMATION:

Protection Branch, Gerard van Didden.

OTHER:

AIRCREW (BOMBARDIER) TRAINING COURSE

COURSE SERIAL NUMBER: 10/2/85/86

TRAINING OBJECTIVES:

Trainee shall demonstrate the ability to operate, service and maintain the WAM 82 Incendiary Machine.

NUMBER OF TRAINEES: 9

QUALIFICATION FOR ENTRY:

3 Hours pre-school flight appraisal.

METHOD OF SELECTION:

By For. Gerard van Didden, Protection Branch

PROPOSED DATE AND DURATION:

2 days - 17 and 18 September 1985.

VENUE:

Busselton and Ludlow

CONTACT FOR FURTHER INFORMATION:

Protection Branch, Gerard van Didden.

OTHER:

SOUTH COAST REGIONAL SEMINAR

COURSE SERIAL NUMBER: 11/85/86

TRAINING OBJECTIVES:

Staff of the South Coast Region shall be informed of latest Departmental Developments and Procedures.

NUMBER OF TRAINEES:

QUALIFICATION FOR ENTRY:

Staff of South Coast Region.

METHOD OF SELECTION:

By Regional Manager, South Coast

PROPOSED DATE AND DURATION:

2 days - 24 and 26 September 1985.

VENUE:

To be decided, probably Albany

CONTACT FOR FURTHER INFORMATION:

Dr John Watson, CALM Albany

OTHER:

RECREATION WORKSHOP (2 Courses)

COURSE SERIAL NUMBER: 11/1/85/86

TRAINING OBJECTIVES:

Trainees shall demonstrate an understanding of Recreation Site Planning and Recreational Facility Development.

NUMBER OF TRAINEES: Course 1 - 12. Course 2 - ?

QUALIFICATION FOR ENTRY:

National Park Rangers. Course 1 - Rangers of Pilbara and Gascoyne, Course 2 - Rangers of South Coastal Region.

METHOD OF SELECTION:

- 1) By Regional Manager, Pilbara Region.
 - 2) By Regional Manager, South West Coastal Region.
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PROPOSED DATE AND DURATION:

Course 1 late September 1985, 3 days, Course 2 24-26 September 1985, as part of South West Coastal Seminar

VENUE:

Course 1, probably Millstream and Course 2, Albany

CONTACT FOR FURTHER INFORMATION:

SDFO Wayne Schmidt, (Recreation & Landscaping, Canning Bridge)

OTHER:

PLANT IDENTIFICATION COURSE

COURSE SERIAL NUMBER: 12/85/86

TRAINING OBJECTIVES:

Trainees shall demonstrate basic Plant Identification skills including nomenclature, basic floral structure and the use of a taxonomic key.

NUMBER OF TRAINEES: 20 - 25

QUALIFICATION FOR ENTRY:

This course is designed as an introductory course for Park Rangers. Trainees to be interested in botany, although prior knowledge is not essential.

METHOD OF SELECTION:

District and Regions to Ms Mary Colreavy

PROPOSED DATE AND DURATION:

7 - 11 October 1985

VENUE:

To be advised

CONTACT FOR FURTHER INFORMATION:

Personnel Branch, Mary Colreavy

OTHER:

This course will be conducted by Botanists of the WA Herbarium.

BASIC CHAINSAW COURSE I.F.A.P. (3 Courses)

COURSE SERIAL NUMBER: 11/2/85/86

TRAINING OBJECTIVES:

The trainee shall demonstrate (i) Ability to carry out basic chainsaw maintenance (ii) Ability to sharpen saw (iii) Ability to carry out basic cutting operations (iv) Ability to follow prescribed safety procedures.

NUMBER OF TRAINEES: Ideally 8. 12 may be trained provided that instructor/demonstrator support is available at the District.

QUALIFICATION FOR ENTRY:

The course is directed at those Park Rangers who have not yet had formal chainsaw training and who may be required to use chainsaws in the course of duty.

METHOD OF SELECTION:

By District to Park Rangers representation on Training Committee.

PROPOSED DATE AND DURATION:

Course 1, 23-24 September 1985 - Yanchep. Course 2, 1-2 October 1985 Yanchep. Course 3, 26-27 November 1985 - Pemberton

VENUE:

In selected Districts, as above

CONTACT FOR FURTHER INFORMATION:

Personnel Branch, Mary Colreavy

OTHER:

CROSS CULTURAL WORKSHOP

COURSE SERIAL NUMBER: 13/85/86

TRAINING OBJECTIVES:

Trainees shall become more aware of traditional Aboriginal culture and shall develop positive attitudes to cultural values. Trainees shall become more aware of the role of Aboriginal people in land management.

NUMBER OF TRAINEES: 20 - 30

QUALIFICATION FOR ENTRY:

This course is intended for CALM staff who have contact with Aboriginal people, especially traditional Aboriginal people whose lands are affected by CALM management. Preference shall be given to staff to whom such contact poses a problem.

METHOD OF SELECTION:

District, Region and Training Committee

PROPOSED DATE AND DURATION:

5 days, probably October 1985

VENUE:

Karratha (to be confirmed)

CONTACT FOR FURTHER INFORMATION:

Personnel Branch, Mary Colreavy

OTHER:

This course will be conducted by Aboriginal Training Officer, Aboriginal Educators and representation of Aboriginal communities.

SEARCH AND RESCUE

COURSE SERIAL NUMBER: 14/85/86

TRAINING OBJECTIVES:

Trainees shall demonstrate ability to conduct and co-ordinate search and rescue operations. They shall demonstrate skills in map reading, reconnaissance, first-aid and cliff rescue.

NUMBER OF TRAINEES: 12 - 14

QUALIFICATION FOR ENTRY:

National Park Rangers. Preference will be given to Rangers who are likely to be responsible for search and rescue operations.

METHOD OF SELECTION:

Districts and Regions to Ms Mary Colreavy

PROPOSED DATE AND DURATION:

4 - 8 November 1985

VENUE:

Albany - Torndirrup National Park

CONTACT FOR FURTHER INFORMATION:

Personnel Branch, Mary Colreavy

OTHER:

The course will be conducted by S.A.S. Training Squadron.

FINANCE SEMINAR - BUDGETS & ESTIMATES

COURSE SERIAL NUMBER: 15/85/86

TRAINING OBJECTIVES:

Regional & District Staff involved in Budgeting shall be informed of procedure for 1986/1987 Budget and Estimates and shall be able to carry out the procedures efficiently.

NUMBER OF TRAINEES: 30

QUALIFICATION FOR ENTRY:

Regional Officers who endorse estimates and exercise budget control.
Regional Officers who compile and monitor budgets. District O.I.C's
District Administration and Senior Clerical Officers.

METHOD OF SELECTION:

Regional Managers

PROPOSED DATE AND DURATION:

2 days, 10 and 11 December 1985

VENUE:

State Operational Headquarters, Como. Consideration will be given to running similar courses at Country Centres.

CONTACT FOR FURTHER INFORMATION:

Inspector E A Jenkins

OTHER:

INTERMEDIATE FALLER COURSE

COURSE SERIAL NUMBER: 16/85/86

TRAINING OBJECTIVES:

Trainee shall demonstrate:-

1. Knowledge of and correct use of safety equipment.
 2. Ability to maintain and sharpen chainsaw correctly.
 3. Skill in docking and crosscutting in (a) Log removal, (b) Tops disposal (c) Log preparation.
 4. Directional falling trees (trees up to 50cm d.b.h.o.b.) in stand improvement and thinning.
-

NUMBER OF TRAINEES: 12

QUALIFICATION FOR ENTRY:

1) Trainee shall have satisfied his OIC of his correct attitude to safety and to learning, and shall be willing to practice his new skills. 2) Trainee shall be competent, through earlier training or experience, in chainsaw maintenance, chain sharpening and correct use of safety equipment.

METHOD OF SELECTION:

Recommendation by District and Regional Manager to Training Committee.

PROPOSED DATE AND DURATION:

Mid-January 1986. 5 days

VENUE:

Mundaring or Jarrahdale

CONTACT FOR FURTHER INFORMATION:

Personnel Branch, Frank Pridham

OTHER:

BUSH FIRES PROTECTION COURSE - BASIC

COURSE SERIAL NUMBER: 16/1/85/86

TRAINING OBJECTIVES:

Park Rangers and Reserves Management Officers shall demonstrate sufficient knowledge to participate effectively in fire control in National Parks and Reserves. Theoretical knowledge gained on this course will be supplemented by later practical training.

NUMBER OF TRAINEES: Vacancies negotiated with Bush Fires Board

QUALIFICATION FOR ENTRY:

Park Rangers and Reserves Management Officers who may be involved in Fire Control and who have received no formal training in Fire Control.

METHOD OF SELECTION:

By District and Region.

PROPOSED DATE AND DURATION:

Usually held in late January

VENUE:

Perth

CONTACT FOR FURTHER INFORMATION:

Personnel Branch, Mary Colreavy

OTHER:

This course is a Standard Course conducted principally by Officers of the Bush Fires Board.

ADVANCED FALLER COURSE

COURSE SERIAL NUMBER: 17/85/86

TRAINING OBJECTIVES:

Trainee shall demonstrate:-

1. Ability to maintain and sharpen saw.
 2. Correct use of Safety Equipment.
 3. Ability to fall trees larger than 75cm d.b.h.o.b.
 4. Ability to fall "stag" trees.
 5. Ability to fall problem trees, e.g. Hollow butts.
 6. Falling in fire situations.
-

NUMBER OF TRAINEES: 8 - 12

QUALIFICATION FOR ENTRY:

1) Trainee shall satisfy his OIC of his correct attitude to safety, to learning and of his willingness to practice new skills. 2) The trainee shall be a regular (designated) chainsaw operator. 3) The trainee shall either have attended, successfully, an Intermediate Faller School or be certified efficient in the skills prescribed in the Intermediate Course.

METHOD OF SELECTION:

Recommendation by District and Regional Manager to Training Committee.

PROPOSED DATE AND DURATION:

Mid-February 1986. 5 days

VENUE:

Pemberton or Manjimup

CONTACT FOR FURTHER INFORMATION:

Personnel Branch, Frank Pridham

OTHER:

BUSH FIRES BOARD - ADVANCED FIRE PROTECTION COURSE

COURSE SERIAL NUMBER: 17/1/85/86

TRAINING OBJECTIVES:

Park Rangers and Reserves Management Officers shall demonstrate sufficient knowledge for the supervisory fire control functions in National Parks and Reserves.

NUMBER OF TRAINEES: Vacancies negotiated with Bush Fires Board.

QUALIFICATION FOR ENTRY:

Park Rangers and Reserve Management Officers with a significant fire control function. Completion of the Intermediate Bush Fires Protection Course is normally a pre-requisite.

METHOD OF SELECTION:

By Districts and Regions

PROPOSED DATE AND DURATION:

Usually held in February

VENUE:

Perth

CONTACT FOR FURTHER INFORMATION:

Personnel Branch, Mary Colreavy

OTHER:

This course is a Standard Course conducted principally by Officers of the Bush Fires Board.

COASTAL MANAGEMENT SEMINAR

COURSE SERIAL NUMBER: 18/85/86

TRAINING OBJECTIVES:

The trainee shall demonstrate understanding of major principles of Coastal Management, namely:-
Coastal environment and related factors.
Dune Management.
Visitor Access.

NUMBER OF TRAINEES: Up to 30

QUALIFICATION FOR ENTRY:

Departmental staff with responsibilities for Coastal Management.

METHOD OF SELECTION:

By Districts to Regional Managers

PROPOSED DATE AND DURATION:

3 - Day Seminar within the period 17 - 21 March 1986.

VENUE:

Albany

CONTACT FOR FURTHER INFORMATION:

Personnel Branch, Mary Colreavy

OTHER:

PARK RANGERS SEMINAR

COURSE SERIAL NUMBER: 19/85/86

TRAINING OBJECTIVES:

This is a follow up Seminar to that conducted in April 1985. Trainees shall be aware of the workings of CALM in its first year and of developments in their working conditions. Trainees shall participate in a Workshop on Park Management.

NUMBER OF TRAINEES: 80

QUALIFICATION FOR ENTRY:

National Park Rangers

METHOD OF SELECTION:

Districts and Regions

PROPOSED DATE AND DURATION:

15, 16, 17 April 1986

VENUE:

State Operations Headquarters and Noalimba Centre (to be confirmed)

CONTACT FOR FURTHER INFORMATION:

Personnel Branch, Mary Colreavy

OTHER:

BASIC INSTRUCTORS COURSE

COURSE SERIAL NUMBER: 20/85/86(MTB)

TRAINING OBJECTIVES:

Trainee shall demonstrate satisfactory level of understanding basic training theory, especially the learning process, communication skills, visual aids, task analysis. The trainee shall demonstrate skill in presenting and evaluating training sessions, both in skills and in information.

NUMBER OF TRAINEES: 12

QUALIFICATION FOR ENTRY:

1) Strong interest in training. 2) Of suitable temperament. 3) Not too senior or involved to be unable to give sufficient time to prepare and give training. 4) 25 - 30 age group preference. 5) Some ability to communicate. 6) Carrying strong endorsement from his or her OIC that adequate training opportunity will be available following the course.

METHOD OF SELECTION:

Recommendation by District or Regional Manager to Training Committee.

PROPOSED DATE AND DURATION:

May 1986 - 5 days

VENUE:

Trainer Training Centre, Perth

CONTACT FOR FURTHER INFORMATION:

Personnel Branch, Frank Pridham

OTHER:

This date is still to be confirmed by Trainer Training Centre, who have an extremely full programme. It is possible that it may be brought forward.

OUTDOOR EXPEDITION SKILLS (3 COURSES)

COURSE SERIAL NUMBER: 21/85/86(DRC)

TRAINING OBJECTIVES:

Trainees, who are mainly involved in forest camping, hiking and excursions, shall acquire an understanding of and sensitivity to the environment. They shall be able to plan activities accordingly, with due regard to safety.

NUMBER OF TRAINEES: 24 per course

QUALIFICATION FOR ENTRY:

Involvement, as teachers and community leaders in conducting recreational activities in South West Forests.

METHOD OF SELECTION:

Students and teachers proposed by Education Department; community participants to be proposed by D.Y.S.R. C.A.L.M. participants by Districts and Regions to Information & Education Branch.

PROPOSED DATE AND DURATION:

May 1986 - 5 days

VENUE:

Forestry Centres of South West

CONTACT FOR FURTHER INFORMATION:

Information & Education Branch (Tammie Reid)

OTHER:

These courses are intended mainly for Students, Teachers and Community Leaders. C.A.L.M. involvement will be mainly to provide course instructors and teachers. However, there may be vacancies for C.A.L.M. personnel as trainees.

FIRST AID (SPECIAL COURSE)

COURSE SERIAL NUMBER: 22/85/86

TRAINING OBJECTIVES:

Trainee shall demonstrate standard First Aid knowledge and skills, with special emphasis on the treatments most appropriate to remote emergencies.

NUMBER OF TRAINEES: 15 - 25 Trainees

QUALIFICATION FOR ENTRY:

Departmental Staff not holding a current St. John's Ambulance Certificate.

METHOD OF SELECTION:

By District Managers

PROPOSED DATE AND DURATION:

27 - 29 May 1986

VENUE:

Albany

CONTACT FOR FURTHER INFORMATION:

Personnel Branch Ms Mary Colreavy

OTHER:

This is the Standard First Aid Course which is run, usually in two hour weekly sessions, by St. John Ambulance Officers or by Departmental specialist staff. This is a special course essentially for staff whose location prevents them from travelling for weekly sessions.

WRITTEN COMMUNICATION (3 COURSES)

COURSE SERIAL NUMBER: 23/85/86

TRAINING OBJECTIVES:

- 1) Candidates for LF5/6 Promotional Examinations should pass Letter Writing components to the standards of the Departmental Marker's key.
 - 2) Candidates and other trainees shall demonstrate ability in writing formal technical reports appropriate to their present and next service level.
-

NUMBER OF TRAINEES: 16 per course. Approximately half to be LF5/6 candidates

QUALIFICATION FOR ENTRY:

Either (1) LF5/6 Candidates (2) Other Departmental Officers at Districts and Regions whose written communication skills need improving.

METHOD OF SELECTION:

(1) LF5/6 Candidates/Automatic (2) Districts and Regions to Training Committee. (3) Other trainees to be nominated by Districts and Regions.

PROPOSED DATE AND DURATION:

Como, 2 days, Bunbury, 2 days, Manjimup, 2 days. June 1986

VENUE:

As above

CONTACT FOR FURTHER INFORMATION:

Training Committee Representatives

OTHER:

Course will be run by Officers of T.A.F.E. to a programme endorsed by the Training Committee.

LAW ENFORCEMENT TRAINING

COURSE SERIAL NUMBER: 24/85/86

TRAINING OBJECTIVES:

Trainees shall demonstrate knowledge of C.A.L.M. Legislation, particularly with respect to National Parks and Wildlife Sections. Trainees shall demonstrate correct contact techniques and ability to report offences and function correctly in court cases.

NUMBER OF TRAINEES: 15 - 20

QUALIFICATION FOR ENTRY:

This course is designed primarily for National Park Rangers and Wildlife Officers with preference to less experienced officers.

METHOD OF SELECTION:

District and Regions

PROPOSED DATE AND DURATION:

June 1986 (to be confirmed)

VENUE:

S.O.H.Q.

CONTACT FOR FURTHER INFORMATION:

Personnel Branch Mary Colreavy

OTHER:

It is expected that instruction for this Course will be shared by officers of Crown Law, Police, Wildlife Protection and National Parks.

APPENDIX

COURSE OUTLINES

COURSES AVAILABLE ON REQUEST BUT NOT PRESENTLY SCHEDULED

BASIC CHAINSAW COURSE - I.F.A.P. (6 COURSES)

COURSE SERIAL NUMBER:

TRAINING OBJECTIVES:

The trainee shall demonstrate (1) Ability to carry out basic chainsaw maintenance. (2) Ability to sharpen saw. (3) Ability to carry out basic cutting operations. (4) Ability to follow prescribed safety procedures.

NUMBER OF TRAINEES: Ideally 8. 12 may be trained provided that instructor/demonstrator support is available at the District.

QUALIFICATION FOR ENTRY:

The prime target of this course is the group of unemployment relief workers which may be employed on work involving chainsaw use. All nominees should, therefore, be likely chainsaw users. Conversely no employee may use a chainsaw unless he has satisfactorily completed this course or equivalent.

METHOD OF SELECTION:

By District

PROPOSED DATE AND DURATION:

VENUE:

In selected Districts

CONTACT FOR FURTHER INFORMATION:

Personnel Branch Frank Pridham

OTHER:

EDUCATION EXTENSION WORKSHOP

COURSE SERIAL NUMBER:

TRAINING OBJECTIVES:

Trainees shall understand how to plan, produce and deliver education programmes, tours and talks for schools. Trainees shall understand how to plan, produce and deliver education programmes, tours and talks for schools. Trainees shall understand how CALM may further educational programmes and shall be motivated to promote and develop such programmes in their own work area.

NUMBER OF TRAINEES: 20

QUALIFICATION FOR ENTRY:

Staff who have participated in extension work in their Districts or who may be required to participate in such work, especially for schools.

METHOD OF SELECTION:

Applications through District and Region to Information and Education Branch.

PROPOSED DATE AND DURATION:

Dates to be arranged by Regions with Information Branch. 1 day Course

VENUE:

In Regions

CONTACT FOR FURTHER INFORMATION:

Information & Education Branch (Tammie Reid)

OTHER:

TERMINAL USE AND DATA COMMUNICATIONS NETWORK

COURSE SERIAL NUMBER:

TRAINING OBJECTIVES:

Trainees shall better understand and more effectively use the Department's Computing facilities.

NUMBER OF TRAINEES: 1 - 15

QUALIFICATION FOR ENTRY:

Staff using a terminal and in need of assistance.

METHOD OF SELECTION:

District, Region or Section to Computer Branch.

PROPOSED DATE AND DURATION:

By arrangement, District, Region or Section with Computer Branch. 1/2 day.

VENUE:

District, Region or S.O.H.Q.

CONTACT FOR FURTHER INFORMATION:

Computer Branch Phil Rebakis

OTHER:

COMPUTER COURSE - FIRE BEHAVIOUR

COURSE SERIAL NUMBER:

TRAINING OBJECTIVES:

(1) Trainee shall understand the elements of the Fire Behaviour System. (2) Trainee shall be able to operate the system.

NUMBER OF TRAINEES: 2 - 12

QUALIFICATION FOR ENTRY:

District, Regional or Sectional staff who use or who may be required to use the Fire Behaviour System.

METHOD OF SELECTION:

By arrangement District, Region or Section to Computer Branch.

PROPOSED DATE AND DURATION:

By arrangement, District, Region or Section with Computer Branch. Preferred date - September - 1/2 day.

VENUE:

District, Region or S.O.H.Q.

CONTACT FOR FURTHER INFORMATION:

Computer Branch Phil Rebakis

OTHER:

COMPUTER AWARENESS

COURSE SERIAL NUMBER: CGG

TRAINING OBJECTIVES:

Trainees shall demonstrate a basic awareness of computer terminology and how this may be applied to computer use in the Department of Conservation and Land Management.

NUMBER OF TRAINEES: up to 30

QUALIFICATION FOR ENTRY:

Personnel using Departmental computer facilities.

METHOD OF SELECTION:

District, Regional or Section applications to Computer Branch

PROPOSED DATE AND DURATION:

By arrangement, District, Region or Section with Computer Branch. 1 day Course.

VENUE:

District, Region or S.O.H.Q.

CONTACT FOR FURTHER INFORMATION:

Computer Branch Phil Rebakis

OTHER:

See also S.O.H.Q. ref. 446/83 of 29 March 1984.

COMMUNICATION SKILLS FOR PUBLIC PRESENTATIONS

COURSE SERIAL NUMBER:

TRAINING OBJECTIVES:

Trainees shall be informed of skills of public speaking, of effective use of aids, of discussion techniques, of planning programmes and of replying to difficult questions.

NUMBER OF TRAINEES: 20 - 30

QUALIFICATION FOR ENTRY:

S.O.H.Q. staff who have expressed interest in the Course.

METHOD OF SELECTION:

By Information Branch with Section and Branch heads of personnel applying for the course.

PROPOSED DATE AND DURATION:

Dates to be arranged by Information Branch. 1/2 day Course.

VENUE:

S.O.H.Q.

CONTACT FOR FURTHER INFORMATION:

Information Branch (Tammie Reid)

OTHER:

MICRO-COMPUTER PACKAGES

COURSE SERIAL NUMBER:

TRAINING OBJECTIVES:

(1) Trainees shall understand the wide range and uses of packages for a PC. (2) Trainees shall understand completely a number of frequently used packages.

NUMBER OF TRAINEES: 2 - 8

QUALIFICATION FOR ENTRY:

Staff who have been using a micro-computer and who feel competent about using at least 1 package.

METHOD OF SELECTION:

District, Regional or Sectional application to Computer Branch.

PROPOSED DATE AND DURATION:

By arrangement District, Regional or Sectional with Computer Branch - 1 day.

VENUE:

By arrangement, as above

CONTACT FOR FURTHER INFORMATION:

Computer Branch Phil Rebakis

OTHER:

INTRODUCTION TO MICRO-COMPUTERS

COURSE SERIAL NUMBER:

TRAINING OBJECTIVES:

- (1) Trainees shall understand how an IBM-PC (or compatible) functions.
 - (2) Trainees shall use a micro-computer competently.
-

NUMBER OF TRAINEES: 2 - 8

QUALIFICATION FOR ENTRY:

Staff currently using a micro-computer.

METHOD OF SELECTION:

District, Regional or Sectional application to Computer Branch.

PROPOSED DATE AND DURATION:

By arrangement District, Regional or Sectional with Computer Branch -
1/2 day.

VENUE:

By arrangement, as above

CONTACT FOR FURTHER INFORMATION:

Computer Branch Phil Rebakis

OTHER:

COMPUTER COURSE - PINE LOGGING

COURSE SERIAL NUMBER:

TRAINING OBJECTIVES:

(1) Trainees shall understand the input requirement and output information of the Pine Logging System. (2) Trainees shall be able to use the system, unaided and with confidence.

NUMBER OF TRAINEES: 1 - 8

QUALIFICATION FOR ENTRY:

Staff who use or intend to use the Pine Logging System

METHOD OF SELECTION:

District, Regional or Sectional application to Computer Branch.

PROPOSED DATE AND DURATION:

By arrangement District, Regional or Section with Computer Branch - 1/2 day.

VENUE:

By arrangement, as above

CONTACT FOR FURTHER INFORMATION:

Computer Branch Phil Rebakis

OTHER:

COMPUTER COURSE - INTRODUCTION to "RELIANCE"

COURSE SERIAL NUMBER:

TRAINING OBJECTIVES:

(1) Trainees shall understand the elements of "Reliance". (2) Trainees shall use Reliance on a test data base. (3) Trainees shall apply Reliance in their own work area.

NUMBER OF TRAINEES: 3 - 9

QUALIFICATION FOR ENTRY:

The Course is specifically designed for staff writing programmes on the Perkin-Elmer computer.

METHOD OF SELECTION:

District, Regional or Sectional application to Computer Branch.

PROPOSED DATE AND DURATION:

By arrangement District, Regional or Section with Computer Branch - 2 1/2 days.

VENUE:

By arrangement, as above

CONTACT FOR FURTHER INFORMATION:

Computer Branch Phil Rebakis

OTHER:

LEX WORD PROCESSING

COURSE SERIAL NUMBER:

TRAINING OBJECTIVES:

(1) Trainees shall understand the features and capabilities of the LEX 11 System. (2) Trainees shall efficiently type and present a document using LEX 11.

NUMBER OF TRAINEES: ?

QUALIFICATION FOR ENTRY:

Knowledge of use of MTM on Perkin-Elmer Main Frame and likelihood of using LEX 11 System.

METHOD OF SELECTION:

District, Regional or Sectional applicant to Computer Branch.

PROPOSED DATE AND DURATION:

By arrangement District, Region or Section with Computer Branch - 1/2 day.

VENUE:

By arrangement, as above

CONTACT FOR FURTHER INFORMATION:

Computer Branch Phil Rebakis

OTHER:

COMPUTER COURSE - ELECTRONIC MAIL

COURSE SERIAL NUMBER:

TRAINING OBJECTIVES:

(1) Trainees shall understand the features of the Perkin-Elmer package and the differences between it and the in-house computer mail application system. (2) Trainees shall be able to send and receive mail from other Districts, Regions and Sections.

NUMBER OF TRAINEES: 1 - 8

QUALIFICATION FOR ENTRY:

Concerned staff from District, Regions, and Sections.

METHOD OF SELECTION:

District, Regional or Sectional application to Computer Branch.

PROPOSED DATE AND DURATION:

By arrangement District, Region or Section with Computer Branch - 1/2 day.

VENUE:

By arrangement, as above

CONTACT FOR FURTHER INFORMATION:

Computer Branch Phil Rebakis

OTHER:

COMPUTER COURSE - R.M.S. USERS GUIDE

COURSE SERIAL NUMBER:

TRAINING OBJECTIVES:

(1) Trainees shall understand the features of R.M.S. (2) Trainees shall competently operate R.M.S.

NUMBER OF TRAINEES: 2 - 8

QUALIFICATION FOR ENTRY:

Likely R.M.S. Users, especially Research, Protection and Records Officers.

METHOD OF SELECTION:

District, Regional or Sectional application to Computer Branch.

PROPOSED DATE AND DURATION:

By arrangement District, Region or Section with Computer Branch - 1/2 day.

VENUE:

By arrangement, as above

CONTACT FOR FURTHER INFORMATION:

Computer Branch Phil Rebakis

OTHER:

COMPUTER COURSE - HARDWOOD LOGGING

COURSE SERIAL NUMBER:

TRAINING OBJECTIVES:

(1) Trainees shall understand the input and output details of the Hardwood Logging System. (2) Trainees shall be able to use the system, unaided and with confidence.

NUMBER OF TRAINEES: 1 - 8

QUALIFICATION FOR ENTRY:

Staff using or intending to use the Hardwood Logging System.

METHOD OF SELECTION:

District, Regional or Sectional application to Computer Branch.

PROPOSED DATE AND DURATION:

By arrangement District, Region or Section with Computer Branch - 1/2 day.

VENUE:

By arrangement, as above

CONTACT FOR FURTHER INFORMATION:

Computer Branch Phil Rebakis

OTHER:

ENVIRONMENTAL PROTECTION SCHOOLS (2 SCHOOLS)

COURSE SERIAL NUMBER:

TRAINING OBJECTIVES:

Trainees knowledge of environmental factors affecting the Department will be updated. Their skills in environmental protection will be strengthened.

NUMBER OF TRAINEES: 30 (in each school)

QUALIFICATION FOR ENTRY:

Field Staff of 4 - 5 years experience, with involvement in environmental protection.

METHOD OF SELECTION:

By Districts and Regions to Protection Branch.

PROPOSED DATE AND DURATION:

May and June 1986, 3 days

VENUE:

Busselton

CONTACT FOR FURTHER INFORMATION:

Protection Branch Keith Low

OTHER: