

1986/87

COMO RESOURCE CENTRE  
DEPARTMENT OF CONSERVATION  
& LAND MANAGEMENT  
WESTERN AUSTRALIA

# *Training Courses 1986/87*

*Compiled by  
Training Section*



Department of CONSERVATION  
AND LAND MANAGEMENT

*Training Courses 1986/87*

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## INTRODUCTION

This is a summary of Training Courses available to staff of the Department of Conservation and Land Management. Included in this publication is a Training Calendar for the period 1 July 1986 to June 1987, and a set of course outlines.

The Training Calendar (Part 1) is a month by month statement of those courses which are planned to be conducted at specific times throughout the year. Page numbers have been provided in Part 1, for easy identification of courses in Part 2.

The Catalogue is divided into two sections. The first section (Part 2) contains course outlines for those courses which will be conducted at specific times throughout the year. The second section (Appendices) contains course outlines for courses which are available on demand. These training courses will be programmed as the need arises.

This publication should not be considered definitive. Further courses may be added, and amendments made to courses programmed.

Officers proposing additional courses should:-

1. Establish the need for training.
2. Programme such a course so that it does not conflict with other courses in the Training Calendar.
3. Arrange for financial and other resources.
4. Complete a Course Proposal Form (819) as described in Circular 6/85, and forward to Training Officer A. Brandis at Regional Office, Bunbury.

Amendments to the course calendar should be forwarded to Training Officer A. Brandis, Bunbury.

A Co-ordinating Officer and a conducting officer have been identified for many of the courses. The responsibility for the management of each course should be shared by these two officers.

Responsibilities of the Co-ordinating Officer are:-

1. To appoint a conducting officer.
2. To provide a course programme.
3. Make all administrative arrangements including accommodation.
4. Arrange lectures, course materials.
5. Call for nominations, and select participants.

6. Distribute joining instructions to all participants - copy to A. Brandis at Bunbury.
7. At the completion of the course, return forms 820 and 794 to Training Officer A. Brandis at Bunbury.

Responsibility of the Conducting Officer:-

1. To assist the Co-ordinating Officer.
2. To attend the entire course in order to ensure the smooth running of the course.

Responsibility of Training Section Staff:-

1. Assist the Co-ordinating Officer in any training aspects of the course, e.g. establishing specific learning objectives, identification of level of knowledge of participants, strategies of teaching, measurement and evaluation.
2. Before the course proceeds, demarcate financial responsibilities.

The Training Calendar and Course Outlines presented here are essentially those courses which are applicable to the Department, and will proceed for more than one day. It is not intended that local training by Regions and Districts should be inhibited in any way.

Regional, District, and Branch Managers should ensure that this publication is circulated to all staff. Any staff who are unable to attend a course due to limitations in the number of participants, or financial constraints, should use the Staff Appraisal procedure to discuss with their O.I.C. their future participation in similar courses.

PART 1

TRAINING CALENDAR

1ST JULY 1986 - 30th JUNE 1987

## PART 1

## TRAINING CALENDAR

1st July 1986 - 30 June 1987

<u>DATE</u>	<u>SERIAL No.</u>	<u>COURSE</u>	<u>PAGE</u>
<u>JUNE 1986</u>			
12 - 13	1/86/87	LEARN TO SPEAK OUT	1
16 - 19	2/86/87	FIRE FIGHTERS COURSE	2
<hr/>			
<u>JULY 1986</u>			
10 - 11	1/86/87	LEARN TO SPEAK OUT	1
12 - 13	2/86/87	FIRE FIGHTERS COURSE	2
19 - 20	2/86/87	FIRE FIGHTERS COURSE	2
<hr/>			
<u>AUGUST 1986</u>			
2 - 3	2/86/87	FIRE FIGHTERS COURSE	2
9 - 10	2/86/87	FIRE FIGHTERS COURSE	2
25 - 27	3/86/87	OVERSEERS SCHOOL	3
26 - 30	4/86/87	DATABASE MANAGEMENT AND RETRIEVAL SYSTEM (D.M.R.S.)	4
27 - 29	3/86/87	OVERSEERS SCHOOL	3
	5/86/87	OUTDOOR EXPEDITION SKILLS - LEVEL TWO	5

<u>DATE</u>	<u>SERIAL No.</u>	<u>COURSE</u>	<u>PAGE</u>
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SEPTEMBER 1986

8 - 12	6/86/87	SOUTH COAST REGIONAL SEMINAR	6
13 - 14	2/86/87	FIRE FIGHTERS COURSE	2
15 - 19	7/86/87	CONTROLLER/FIRE BOSS COURSE	7
20 - 21	2/86/87	FIRE FIGHTERS COURSE	2

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OCTOBER 1986

6 - 17	8/86/87	MOTOR VEHICLE DRIVING INSTRUCTORS COURSE	8
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NOVEMBER 1986



DATE                      SERIAL No.                      COURSE                      PAGE

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DECEMBER 1986

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JANUARY 1987

9/86/87	INTERMEDIATE FALLER COURSE	9
10/86/87	GOOD PUBLIC RELATIONS	10

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FEBRUARY 1987

DATE                      SERIAL No.                      COURSE                      PAGE

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MARCH 1987

---

APRIL 1987

11/86/87	NATURAL HISTORY APPRECIATION IN NATIONAL PARKS	11
12/86/87	ENVIRONMENTAL PROTECTION SCHOOL	12

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MAY 1987

13/86/87	WRITTEN COMMUNICATIONS	13
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PART 2

COURSE OUTLINES

COURSES SCHEDULED FOR 1986/87

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COURSE TITLE:LEARN TO SPEAK OUT

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COURSE SERIAL NUMBER:1/86/87

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TRAINING OBJECTIVES:

To improve communication skills by:

- PART A           (i) appreciating the importance of communication.  
                 (ii) training in public speaking techniques.
- PART B           (iii) practical participation.  
                 (iv) self evaluation.
- 

NUMBER OF TRAINEES:    15-20

---

QUALIFICATION FOR ENTRY:

District Managers, A.D.F.O.'s, Branch or Section Managers or their designated spokesperson.

---

METHOD OF SELECTION:    Recommendation to Co-ordinating Officer through District and Regional Managers

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PROPOSED DATE AND DURATION:

PART A - 12th & 13th June, 1986                   1½ days each  
PART B - 10th & 11th July, 1986

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VENUE:    S.O.H.Q. Training Centre, Perth

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CO-ORDINATING OFFICER:

1. Joining Instructions:  
2. Course Inquiries:

{ Mary Colreavy  
{ Kevin Goss

CONDUCTING OFFICER:Mary Colreavy

---

OTHER:

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COURSE TITLE: FIRE FIGHTERS COURSE  
BUSH FIRES BOARD - 4 courses

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COURSE SERIAL NUMBER: 2/86/87

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TRAINING OBJECTIVES:

Trainee shall understand:

1. Bush fire organisation and structure.
2. Basic fire behaviour.
3. Fire weather prediction and the effect of weather on fire behaviour.

Trainee shall be competent in:

1. Map reading.
2. Use of radios.

Trainee shall gain experience in techniques of prescribed burning and fire suppression.

---

NUMBER OF TRAINEES: Depends on vacancies made available by Bush Fires Board.

---

QUALIFICATION FOR ENTRY:

This course is particularly suitable for Field Staff without previous training in fire control, especially recently appointed Park Rangers.

---

METHOD OF SELECTION: Recommendation to Co-ordinating Officer through District and Regional Managers.

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PROPOSED DATE AND DURATION: 4 days

June 16-19, July 12-13 and 19-20, August 2-3 and 9-10, September 13-14 and 20-21.

---

VENUE:

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CO-ORDINATING OFFICER: Protection Branch

1. Joining Instructions: Frank Pridham

2. Course Inquiries:

CONDUCTING OFFICER: Training Officer BFB

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OTHER:

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COURSE TITLE:OVERSEERS SCHOOL

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COURSE SERIAL NUMBER:3/86/87

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TRAINING OBJECTIVES:

1. Overseers shall be fully aware of their role within their Districts and Department.
  2. Overseers shall be more aware of supervisory and management skills.
  3. Overseers shall be informed of several recent developments in the fields of Safety and Protection.
- 

NUMBER OF TRAINEES: 18

---

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: Recommendation to Co-ordinating Officer through District and Regional Managers

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PROPOSED DATE AND DURATION:

2 x 2 day courses.  
25-27th August, 1986; 27-29th August, 1986.

---

VENUE: The Geographe, Busselton.

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CO-ORDINATING OFFICER:

1. Joining Instructions: B. Harvey
2. Course Inquiries: B. Harvey

CONDUCTING OFFICER:B. Harvey

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OTHER:

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COURSE TITLE: DATABASE MANAGEMENT AND  
RETRIEVAL SYSTEM (D.M.R.S.)

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COURSE SERIAL NUMBER: 4/86/87

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TRAINING OBJECTIVES:

Provide trainees with understanding of and applications of intergraph's D.M.R.S. (Database Management and Retrieval System).

---

NUMBER OF TRAINEES: 5

---

QUALIFICATION FOR ENTRY:

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METHOD OF SELECTION: Recommendation to Co-ordinating Officer through  
District and Regional Managers

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PROPOSED DATE AND DURATION:

5 days  
26-30th August, 1986

---

VENUE: Systems Research Institute of Australia,  
22 St Georges Terrace, Perth.

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CO-ORDINATING OFFICER:

1. Joining Instructions:

2. Course Inquiries:

{ Des Muir  
Bernie Nebel  
(Graphics Consultant)

CONDUCTING OFFICER:

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OTHER:

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COURSE TITLE: OUTDOOR EXPEDITION SKILLS  
LEVEL TWO

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COURSE SERIAL NUMBER: 5/86/87

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TRAINING OBJECTIVES:

On successful completion of course, high standard of bushcraft, navigator safety in the capacity of group leader.

---

NUMBER OF TRAINEES: 6

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QUALIFICATION FOR ENTRY:

\* Must have completed Level One as participant and at least once as Co-leader.

---

METHOD OF SELECTION: Participants selected by Expedition Skills Course Advisory Board by past experiences and merits.

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PROPOSED DATE AND DURATION:

5 days plus weekend  
August 1986

---

VENUE: South-west forest and semi-wilderness area  
(Mobile Course).

---

CO-ORDINATING OFFICER:

1. Joining Instructions: Recreation Projects Officer  
(Drew Griffiths)
2. Course Inquiries: Susan Worley

CONDUCTING OFFICER:

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OTHER:

This course will train leaders to lead Level One Course (Basic Skills) and in preparation for Level Three Course (Instructors).

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COURSE TITLE:SOUTH COAST REGIONAL SEMINAR

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COURSE SERIAL NUMBER: 6/86/87

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TRAINING OBJECTIVES:

Increased field skills in landscape rehabilitation.  
Introduction to tree planting.  
Other topics of regional significance.

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NUMBER OF TRAINEES: Approx. 20

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QUALIFICATION FOR ENTRY:

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METHOD OF SELECTION: Recommendation to Co-ordinating Officer through  
District and Regional Managers

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PROPOSED DATE AND DURATION:8-12th September, 1986.

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VENUE:

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CO-ORDINATING OFFICER:

1. Joining Instructions: John Watson
2. Course Inquiries: John Watson

CONDUCTING OFFICER: Klaus Tiedeman

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OTHER:

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COURSE TITLE:CONTROLLER/FIRE BOSS COURSE

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COURSE SERIAL NUMBER: 7/86/87

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TRAINING OBJECTIVES:

Ongoing programme to bring senior field staff and district and regional administrators to a level of understanding and expertise in fire control to implement the fire control procedures of Controllers, Fire Bosses or Fire Management Planners.

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NUMBER OF TRAINEES: 35

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QUALIFICATION FOR ENTRY:

All senior staff with potential for carrying responsibilities in controlling and planning fire management operations in Districts and Regions.

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METHOD OF SELECTION: Recommendation to Co-ordinating Officer through District and Regional Managers

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PROPOSED DATE AND DURATION:

4 days  
15-19th September, 1986.

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VENUE: The Geographe, Busselton.

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CO-ORDINATING OFFICER:

1. Joining Instructions: R. Sneeuwjagt
2. Course Inquiries: R. Sneeuwjagt

CONDUCTING OFFICER: R. Sneeuwjagt

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OTHER:

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COURSE TITLE: MOTOR VEHICLE DRIVING INSTRUCTOR  
COURSE

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COURSE SERIAL NUMBER: 8/86/87

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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 Police Department's standards for certification under Driving Instructors Act.

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NUMBER OF TRAINEES: 4

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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.

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METHOD OF SELECTION:

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PROPOSED DATE AND DURATION:

6-17th October, 1986.

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VENUE: National Safety Council - Road Safety Division,  
Mount Lawley.

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CO-ORDINATING OFFICER:

1. Joining Instructions: F. Pridham
2. Course Inquiries: F. Pridham

CONDUCTING OFFICER: National Safety Council

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OTHER:

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COURSE TITLE:INTERMEDIATE FALLER COURSE - 2 courses

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COURSE SERIAL NUMBER:9/86/87

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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 50 cm d.b.h.o.b.) in stand improvement and thinning.
- 

NUMBER OF TRAINEES:6 on each course

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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 to Co-ordinating Officer through District and Regional Managers

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PROPOSED DATE AND DURATION:Each course of 5 days.  
January/February 1987.

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VENUE:It is anticipated that one course will be held in a district of the Northern Forest Region and one course in a district of the Central Forest Region.

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CO-ORDINATING OFFICER:

1. Joining Instructions: Frank Pridham
2. Course Inquiries:

CONDUCTING OFFICER:

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OTHER:

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COURSE TITLE: GOOD PUBLIC RELATIONS

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COURSE SERIAL NUMBER: 10/86/87

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TRAINING OBJECTIVES:

To appreciate the importance of effective communications and improve interpersonal communication skills through group discussion, practice and role-playing exercises.

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NUMBER OF TRAINEES:

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QUALIFICATION FOR ENTRY:

First priority is for those staff in Districts currently engaged in developing public participation programs eventually to be extended to all field officers and front counter staff.

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METHOD OF SELECTION: Recommendation to Co-ordinating Officer through District and Regional Managers.

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PROPOSED DATE AND DURATION:

½ - 1 day, as required.  
(Late 1986, early 1987) to be arranged.

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VENUE: In relevant districts

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CO-ORDINATING OFFICER: Kevin Goss  
1. Joining Instructions: Mary Colreavy  
2. Course Inquiries: Susan Worley

CONDUCTING OFFICER:

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OTHER:

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COURSE TITLE: NATURAL HISTORY APPRECIATION IN  
NATIONAL PARKS

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COURSE SERIAL NUMBER: 11/86/87

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TRAINING OBJECTIVES:

Train park Rangers in method of locating, collecting, identifying,  
and recording wildlife (both plant and animal).

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NUMBER OF TRAINEES: 8

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QUALIFICATION FOR ENTRY:

National Park Rangers and Trainee Rangers.  
Preference given to Rangers in charge of parks.

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METHOD OF SELECTION:

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PROPOSED DATE AND DURATION:

5 days  
April 1987

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VENUE:

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CO-ORDINATING OFFICER:

1. Joining Instructions: P. Kimber
2. Course Inquiries: P. Kimber

CONDUCTING OFFICER:

P. Kimber  
P. Christensen

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OTHER:

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COURSE TITLE:ENVIRONMENTAL PROTECTION SCHOOLS

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COURSE SERIAL NUMBER:12/86/87

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TRAINING OBJECTIVES:

To provide information and background on important environmental fields affecting the Department. An update on knowledge and techniques required, and a means of developing skills in environmental protection.

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NUMBER OF TRAINEES:Approx. 60

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QUALIFICATION FOR ENTRY:

Field staff with 4-5 years experience with interest and involvement in environmental protection.

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METHOD OF SELECTION:Recommendation to Co-ordinating Officer through District and Regional Managers

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PROPOSED DATE AND DURATION:

3 days.  
April/May 1987.

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VENUE: The Geographe, Busselton

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CO-ORDINATING OFFICER:

1. Joining Instructions: Frank Batini
2. Course Inquiries:

CONDUCTING OFFICER:

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OTHER:

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COURSE TITLE: WRITTEN COMMUNICATIONS  
- 3 courses

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COURSE SERIAL NUMBER: 13/86/87

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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.

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

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QUALIFICATION FOR ENTRY:

Either (1) LF5/6 candidates, or (2) other Departmental officers at districts and regions whose written communication skills need improving.

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METHOD OF SELECTION:

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PROPOSED DATE AND DURATION:

2 days.  
May 1987.

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VENUE:

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CO-ORDINATING OFFICER:

1. Joining Instructions: F. Pridham
2. Course Inquiries: F. Pridham

CONDUCTING OFFICER:

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OTHER:

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COURSE TITLE:SOFTWOOD SILVICULTURE

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COURSE SERIAL NUMBER:14/86/87

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TRAINING OBJECTIVES:

Train Forestry Officers in all aspects of Softwood Silviculture.

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NUMBER OF TRAINEES: 40

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QUALIFICATION FOR ENTRY:

Trainees will be District Managers, District Foresters of Foresters and Assistant Foresters/Forest Rangers who have a commitment to pine management and operations within the 10 districts in which plantations occur.

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METHOD OF SELECTION: Recommendation to Co-ordinating Officer through District and Regional Managers

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PROPOSED DATE AND DURATION:

May 1987.

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VENUE: The Geographe, Busselton

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CO-ORDINATING OFFICER:

1. Joining Instructions: John Kaye
2. Course Inquiries: John Kaye

CONDUCTING OFFICER: John Kaye

---

OTHER:

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COURSE TITLE:SAFETY COURSE - 5 courses

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COURSE SERIAL NUMBER:15/86/87

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TRAINING OBJECTIVES: On completion of this course attendees shall be able to:

1. Discuss the nature of accident causation.
  2. Rationalise objectively the multiplicity of causal factors in accidents/incidents.
  3. Investigate accidents and complete reports.
  4. Discuss Departmental safety organisation.
  5. Understand basic industrial hygiene measures.
  6. Implement planned inspection.
  7. Discuss the role of Workers' Compensation.
  8. Discuss development at State and Federal level in Occupational Safety and Health.
- 

NUMBER OF TRAINEES:Approx. 18 per course.

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QUALIFICATION FOR ENTRY:Staff and Overseers of C.A.L.M.

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METHOD OF SELECTION:Recommendation to Co-ordinating Officer through District and Regional Managers

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PROPOSED DATE AND DURATION:2 days.  
May 1987.

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VENUE: The Geographe, Busselton

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CO-ORDINATING OFFICER:

1. Joining Instructions: A. Kesners
2. Course Inquiries: T. Wood

CONDUCTING OFFICER:

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OTHER:

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COURSE TITLE: OUTDOOR EXPEDITION SKILLS  
LEVEL ONE

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COURSE SERIAL NUMBER: 16/86/87

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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 assist in planning activities accordingly with due regard to safety.

Part prerequisite for Level 2.

---

NUMBER OF TRAINEES: Maximum 24 per course,  
3 courses conducted.

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QUALIFICATION FOR ENTRY:

- \* Trainees need to have interest in expedition skills training.
  - \* Must be physically fit.
  - \* Must have approval of Manager (immediate).
- 

METHOD OF SELECTION: Participants from CALM apply, via District or Branch Manager, to the Recreations Officer, Murdoch House, Mt Pleasant.

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PROPOSED DATE AND DURATION:

5 days plus one Sunday.  
May-June 1987.

---

VENUE: Pemberton Camp School (2 days)  
Mobile Course (i.e. bushwalking) (3 days)

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CO-ORDINATING OFFICER:

1. Joining Instructions: Recreation Projects Officer  
(Drew Griffiths)
2. Course Inquiries: Susan Worley

CONDUCTING OFFICER:

---

OTHER:

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COURSE TITLE: BASIC CHAINSAW COURSE (I.F.A.P.)  
- 3 courses

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COURSE SERIAL NUMBER: 17/86/87

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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 personnel who have not yet had formal chainsaw training and who may be required to use chainsaws in the course of duty.

---

METHOD OF SELECTION: Recommendation to Co-ordinating Officer through District and Regional Managers.

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PROPOSED DATE AND DURATION:

Each course of 2 days.  
Dates to be determined.

---

VENUE: In selected districts.

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CO-ORDINATING OFFICER:

1. Joining Instructions: Frank Pridham
2. Course Inquiries:

CONDUCTING OFFICER:

---

OTHER:

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---

COURSE TITLE: INTERMEDIATE FALLER COURSE  
- 2 courses

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COURSE SERIAL NUMBER: 18/86/87

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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 50 cm d.b.h.o.b.) in stand improvement and thinning.
- 

NUMBER OF TRAINEES: 6 on each course.

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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 to Co-ordinating Officer through District and Regional Managers.

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PROPOSED DATE AND DURATION:

Each course of 5 days.  
Dates to be determined.

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VENUE: It is anticipated that one course will be held in a District of the Northern Forest Region and one course in a district of the Central Forest Region.

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CO-ORDINATING OFFICER:

1. Joining Instructions: Frank Pridham
2. Course Inquiries: Frank Pridham

CONDUCTING OFFICER:

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OTHER:

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COURSE TITLE: INTERMEDIATE FIRE COURSE  
- 2 courses

---

COURSE SERIAL NUMBER: 19/86/87

---

TRAINING OBJECTIVES:

To improve knowledge and understanding of fire control and fire management of field staff officers with less than 5 years experience in fire control

---

NUMBER OF TRAINEES: 2 schools of 30 each.

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QUALIFICATION FOR ENTRY:

Field staff with 3-5 years fire management experience.

---

METHOD OF SELECTION: Recommendation to Co-ordinating Officer through District and Regional Managers.

---

PROPOSED DATE AND DURATION:

2 x 2½ days.

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VENUE: The Geographe, Busselton.

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CO-ORDINATING OFFICER: R. Sneeuwjagt

1. Joining Instructions: R. Sneeuwjagt

2. Course Inquiries: H.G. Styles

CONDUCTING OFFICER: R. Sneeuwjagt

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OTHER:

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COURSE TITLE: PERUP FIELD ECOLOGY COURSE  
- 4 courses

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COURSE SERIAL NUMBER: 20/86/87

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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

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QUALIFICATION FOR ENTRY:

Teachers of relevant topics and Departmental officers engaged in field work and planning.

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METHOD OF SELECTION:

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PROPOSED DATE AND DURATION:

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VENUE: Perup Field Station.

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CO-ORDINATING OFFICER:

1. Joining Instructions:
2. Course Inquiries:

CONDUCTING OFFICER:

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OTHER:

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APPENDIX

COURSE OUTLINES

COURSES AVAILABLE ON REQUEST BUT NOT PRESENTLY SCHEDULED



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COURSE TITLE: 1. SPEED READING  
2. IMPROVED READING  
3. ADVANCED READING COURSE

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COURSE SERIAL NUMBER: /86/87

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TRAINING OBJECTIVES:

Double reading and information processing capacity of participants.

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NUMBER OF TRAINEES: Approx. 10

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QUALIFICATION FOR ENTRY:

Senior and middle Managers, Researchers, Executives whose formal responsibilities include a proportion of reading, say greater than 20% of time.

Only staff who demonstrate positive attitude to improving their information processing skills to be selected.

---

METHOD OF SELECTION: Recommendation to Co-ordinating Officer through District and Regional Managers.

---

PROPOSED DATE AND DURATION:

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VENUE: 1. A.I.M.  
2. Reading Improvement Centre  
3. Reading Improvement Centre

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CO-ORDINATING OFFICER:

1. Joining Instructions:

2. Course Inquiries:

CONDUCTING OFFICER:

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OTHER:

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COURSE TITLE: LANDSCAPE PLANNING AND MANAGEMENT  
WORKSHOP

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COURSE SERIAL NUMBER: /86/87

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TRAINING OBJECTIVES:

Trainees who are involved in routine Departmental operations including road design and construction, timber management, rehabilitation of degraded areas, development of recreation sites and protection of parks and reserves shall improve their awareness and understanding as to how such operations can be planned in sympathy with the landscape.

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NUMBER OF TRAINEES: From 5 to 30.

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QUALIFICATION FOR ENTRY:

Regional Officers and district personnel (Professional Officers, Forestry Field Staff, Wildlife Officers, and National Park Rangers) involved in various Departmental operations such as road design and construction, timber management, recreation development, reserve management and protection etc.

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METHOD OF SELECTION: Recommendation to Co-ordinating Officer through District and Regional Managers.

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PROPOSED DATE AND DURATION:

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VENUE:

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CO-ORDINATING OFFICER:

1. Joining Instructions: W. Schmidt
2. Course Inquiries:

CONDUCTING OFFICER: R. Hammond

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OTHER:

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COURSE TITLE: RECREATION SITE LAYOUT, FACILITY  
PLACEMENT & CONSTRUCTION WORKSHOP

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COURSE SERIAL NUMBER: /86/87

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TRAINING OBJECTIVES:

Trainees who are involved in the layout and construction of recreation areas and facilities on CALM lands shall improve their knowledge and skills in basic site planning principles and construction techniques.

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NUMBER OF TRAINEES: Approx. 15 per course  
5 courses to be conducted.

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QUALIFICATION FOR ENTRY:

Field Staff officers, National Park Rangers and Overseers involved in the layout and construction of public recreation areas and facilities in National Parks and State forest.

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METHOD OF SELECTION: Recommendation to Co-ordinating Officer through  
District and Regional Managers.

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PROPOSED DATE AND DURATION:

5 days

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VENUE:

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CO-ORDINATING OFFICER: { R. Hammond  
1. Joining Instructions: { W. Schmidt  
2. Course Inquiries:

CONDUCTING OFFICER: R. Hammond

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OTHER:

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COURSE TITLE:

CROSS CULTURAL WORKSHOP

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COURSE SERIAL NUMBER: /86/87

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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.

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NUMBER OF TRAINEES: 20-30

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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.

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METHOD OF SELECTION:

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PROPOSED DATE AND DURATION:

5 days

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VENUE:

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CO-ORDINATING OFFICER:

1. Joining Instructions: Mary Colreavy
2. Course Inquiries:

CONDUCTING OFFICER:

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OTHER:

This course will be conducted by Aboriginal Training Officer, Aboriginal educators and representatives of Aboriginal communities.

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COURSE TITLE:

NEW AGE THINKING

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COURSE SERIAL NUMBER:

/86/87

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TRAINING OBJECTIVES:

To provide a valuable insight into thought control, goal setting, motivation, leadership, time management and stress management.

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NUMBER OF TRAINEES:

15-22 per course

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QUALIFICATION FOR ENTRY:

All staff are invited, although attendance is not compulsory. District/Regional Managers to arrange attendees, courses arranged to suit district or region commitments.

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METHOD OF SELECTION:

Recommendation to Co-ordinating Officer through District and Regional Managers.

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PROPOSED DATE AND DURATION:

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VENUE:

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CO-ORDINATING OFFICER:

Rod Properjohn

1. Joining Instructions:

Tom Wood  
John Evans

2. Course Inquiries:

Merv Smith

CONDUCTING OFFICER:

Rod Properjohn

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OTHER:

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COURSE TITLE:

BASIC INSTRUCTORS COURSE

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COURSE SERIAL NUMBER: /86/87

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TRAINING OBJECTIVES:

Trainee shall demonstrate a 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 information.

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NUMBER OF TRAINEES: 12

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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.
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METHOD OF SELECTION: Recommendation to Co-ordinating Officer through District and Regional Managers.

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PROPOSED DATE AND DURATION:

Course of 5 days.  
Dates to be determined.

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VENUE: Trainer Training Centre, Perth

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CO-ORDINATING OFFICER:

1. Joining Instructions: Frank Pridham
2. Course Inquiries:

CONDUCTING OFFICER:

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OTHER:

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COURSE TITLE:

ADVANCE FALLER

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COURSE SERIAL NUMBER: /86/87

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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 75 cm 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.
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NUMBER OF TRAINEES: 8-12

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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.
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METHOD OF SELECTION: Recommendation to Co-ordinating Officer through District and Regional Managers.

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PROPOSED DATE AND DURATION:

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VENUE:

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CO-ORDINATING OFFICER:

1. Joining Instructions: Frank Pridham
2. Course Inquiries:

CONDUCTING OFFICER:

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OTHER:

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COURSE TITLE:

LAW ENFORCEMENT TRAINING

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COURSE SERIAL NUMBER: /86/87

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TRAINING OBJECTIVES:

Trainee shall demonstrate knowledge of CALM 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.

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NUMBER OF TRAINEES: 15-20

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QUALIFICATION FOR ENTRY:

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

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METHOD OF SELECTION:

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PROPOSED DATE AND DURATION:

September 1986

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VENUE:

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CO-ORDINATING OFFICER: Mary Colreavy

1. Joining Instructions:
2. Course Inquiries:

CONDUCTING OFFICER:

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OTHER:

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COURSE TITLE:

SEARCH AND RESCUE

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COURSE SERIAL NUMBER:

/86/87

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TRAINING OBJECTIVES:

Provide staff with basic understanding of either search and rescue organisation or technical search and rescue operations (or both) depending on aptitude.

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NUMBER OF TRAINEES:

Maximum 20.

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QUALIFICATION FOR ENTRY:

Regional nominees to be selected by Regional Manager on basis of previous experience, aptitude, location of park (i.e. hazards) and interest. Other nominees keen interest and support of own Regional Manager essential.

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METHOD OF SELECTION:

Recommendation to Co-ordinating Officer through District and Regional Managers.

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PROPOSED DATE AND DURATION:

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VENUE:

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CO-ORDINATING OFFICER:

1. Joining Instructions: John Watson
2. Course Inquiries: John Watson

CONDUCTING OFFICER:

John Watson

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OTHER:

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