

RESEARCH NEWS

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The newsletter of the Research Division of the Department of Conservation and Land Management

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Research Division Seminars Proposed Timetable 1991

Seminar presentations should be designed to disseminate information and stimulate discussion. Topics can include results of recent research work; a philosophical topic relevant to work or a recent publication (also relevant to work). Presentations are expected to last for approximately 45 minutes followed by a question and discussion time. Commencement time will be 3.00pm on the nominated day.

Research Scientist	Date	Venue	Topic
Neil Burrows	1 March	Woodvale	History of fire in the Jarrah forest based on Dendro chronological analysis
Terry MacFarlane	14 March	Como	Electronic methods of presenting flora information - alternatives to the printed word
M Choo	5 April	Woodvale	Applying modern technology to research
J Wheeler	18 April	Como	to be decided
-	3 May	Woodvale	to be decided
S Hopper	16 May	Como	Post fire regeneration of granite outcrop mallee on Chiddarcooping
J Farr	31 May	Woodvale	<i>Cardiaspina</i> spn. a new insect species outbreaking on Flat Top Yate (<i>Euclyptus occidentalis</i>)
L McCaw	20 June	Como	Fire response to regrowth Karri stands
T Start	5 July	Woodvale	Fire and Mulga in the Pilbara
B Koch	18 July	Como	to be decided
Jack Kinnear	2 August	Woodvale	Biological control and wildlife conservation
J Armstrong	15 August	Como	to be decided
N Gibson	6 Sept	Woodvale	to be decided
T Butcher	19 September	Como	<i>E. Globulus</i> breeding lerp in WA
R Prince	4 October	Woodvale	Turtles
Ray Wills	17 October	Como	Plant diseases in the South West
A A Burbidge	1 November	Woodvale	Western Swamp Tortoise
E Davison	14 November	Como	Putting Jarrah into Jarrah dieback
S Van Leeuwen	6 December	Woodvale	to be decided



LIBRARY NEWS

CAB Abstracts. In the last issue of Research News I omitted to mention that CALM staff who want to use CAB ABSTRACTS ON CD-ROM at the WA Department of Agriculture library need to use a 3 inch high density disc for information retrieval.

CALM library video. In 1990 Hugh Clift and WACAE library student Derek Sylvester made a video about the CALM library. The video consists of colour slides matched to a tape commentary and it gives a comprehensive look at services provided by the Woodvale, Como and Herbarium library centres. The library collections, including the video collection, are covered by the video, as well as CALM Alert, CALM Alert Weekly, the "caretaker" journal circulation system, DIALOG database searches, inter-library loans, the cataloguing systems in use in the department, i.e. IN-MAGIC, the ADMIN system for local offices and SEARCH MAGIC (which will be used for future network searches). The video is available from Hugh. Why not borrow it for your next staff meeting?

Library users' survey. There has been a good response to the recent library users' survey. Of the 400 questionnaires sent out 39 percent have been returned. The results are being compiled and I will report them in the next edition of Research News.

Elaine Davison, Library Committee.

USING WINDOWS - ADVANTAGES AND DISADVANTAGES

by Patrick Pigott, Narrogin Research Station

For those who don't know Microsoft's Windows 3.0 is an attractive graphics orientated operating shell that uses a mouse, pull-down menus and icons in a similar way to the legendary Apple Macintosh. It has been designed for IBM compatible PC's with a 386 chip (SX or DX), 2 meg memory (I recommend 4), plenty of hard disk space (4 meg for a perm. swapfile) and a VGA screen for the graphics. Windows 3.0 can be too slow on any machine with less than these parameters. Microsoft have designed a very powerful, self-contained working environment that replaces the boring, command-driven blank screen that many of us are accustomed to, but not the system. One clear advantage over other systems (Eg OS/2) is that the reliable DOS (3.31) has been left alone and favourite applications and any software can still be used. Windows is not just a pretty face. It can be used to organize computer space and files for a more efficient workplace. The advantage for me of using menus and graphics is that I am able to complete tasks faster because they are done visually with the point & click of a mouse rather than keyboard typing. I have access to the setup of my computer through menus rather than DOS jargon in a config.sys file.

Windows comes with a wide array of graphical extras for daily work such as a calculator, clock, notepad etc and the impressive Toolbook calender / personal organizer. so what ! I here you say, I've already got these on my PC or desk.

Fair enough but Windows offers these graphically and they can all be left opened and switched to the screen at any time; especially useful when using a windows word-processor or spreadsheet. **Word for Windows** is the MS Word word-processor adaptation for Windows 3.0. This is a great program to use! Not only is it a pleasant screen to type to, with pull-down menus and buttons for all commands but it allows me to see my work exactly as it will be printed, on screen. Perhaps Word for Windows' best feature (for me) is the ease at which I can draw and manipulate tables as part of a normal page of text. This task and others I found difficult to learn in Word 5.0.

Now for the **disadvantages** ! There are the hardware prerequisites I have already mentioned to run Windows in enhanced mode and maximize all of it's features. Having enough memory is essential to leave open large software such as Toolbook calender and Word for Windows with accessories at once. Don't confuse this function with multi-tasking, they are different operations. I plan to discuss this and definitions of memory in a later article. Even on the best hardware there are some problems in Windows 3.0. The 'File Manager' is very slow especially with floppy disks and makes 'housekeeping' painful. I recently purchased **Becker-Tools for Windows** which is similar to Norton Commander, and this is fast enough to do my tidying up although it asks too many questions. I have also had great difficulty getting matching fonts and decent 'copy' of my work from Word for Windows on to my old-fashioned LQ1000 dot matrix printer. But I've just installed Bitsream's **FaceLift for Windows** and saved on upgrading the printer. This software uses scalable font technology to simulate laser-printing on most printers. **Time** is the only other problem and like all new software a commitment is required to become familiar with a whole new setup. Windows is easier than most because the graphics allow for faster learning.

I can highly recommend Windows for those of you, who like me enjoy computing and spend a large part of the working week writing, making stats. tables, printing and organizing their work on a PC.

The What You See Is What You Get phrase is true and can revolutionize your working environment.



VIDEO TAPING SEMINARS - CAN YOU HELP??

As mentioned in our last newsletter a decision has been made to video tape the Research Division's seminars.

Now, all we need is some volunteers to do this videotaping. If you can help out, please contact the Editor or Andrew Burbidge.

What is AGRICOLA ?

AGRICOLA is an AGRICulture On Line Access database that is stored on a series of CD ROM and accessed through menu driven programs on a PC. This data base scans 1,970 journals, monographs, thesis, technical reports, etc. It stores author, source, title, keywords and in some cases abstract. It has extremely rapid search routines for character strings that occur in any of these fields.

This database covers the period 1975-1990 on three CDs. On any one CD 15% of the storage is the catalogue and the remaining 85% are the indexes by which facilitates the search function. Records of interest from this database can be dumped to a printer or to floppy disk.

While primarily an agricultural database it covers wholly or in part a wide range of journals relevant to ecological research in Australia. Their definition of things agricultural is extremely wide. It is therefore a good place to start a literature search.

CALM does not presently have this system but it can be used under a booking system at UWA with the permission of the librarian.

Neil Gibson

RESEARCH PROJECT PLANS

The following Research Project Plan has been approved for this month.

No: 8/90
 Title: A regional study of the Warren Botanical sub district
 Officer-in-Charge: N Gibson

Scientific and Technical Publications

The following have recently been approved for submission for publication:

Author(s): S Hopper
 Title: From the ashes grow
 For submission to: Landscape

Author(s): SA Halse
 Title: The relationship between catchment management and wetlands, avifaunal utilisation of wetlands and agricultural wetland management
 For submission to: Proceedings of a SWDA Workshop on wetlands at Busselton November 1990

Author(s): GJ Keighery
 Title: A new species of *Guichenotia* (Sterculiaceae) from South-Western Australia
 For submission to: Nuytsia

Author(s): BR Maslin
 Title: *Acacia cyperophylla* var *omearana*, a new variety of "Minni Ritchi" Acacia from the Pilbara region of Western Australia
 For submission to: WA Naturalist

Author(s): CH Stirton and BR Maslin
 Title: Generic and infrageneric classification in *Acacia leguminosae*: mimosoideae: A critical list of species on which to build a comparative data set
 For submission to: Taxon or The Bean Bag

Author(s): JE Kinnear, ML Onus K Morris, G Oliver and RN Bromilow
 Title: Fox control and Rock-wallaby population dynamics in the Dampier Archipelago: a pristine environment
 For submission to: Australian Wildlife Research

Sales Tax Exemptions

Due to a number of enquiries regarding our sales tax exemption number, we would like to put the record straight.

CALM, being a State Government Department is exempted from paying sales tax under Section 74, schedule 1 of the *Exemptions and Classifications Act*, and as a consequence does not require an exemption number or pay any sales tax.

SEMINAR

Our first Seminar for the year will be held on 1st March at Woodvale. It is being presented by Neil Burrows, and entitled "History of fire in the Jarrah forest based on Dendrochronological analysis".

SNIPPETS

21st Congratulations to Deanne Burton who celebrates her birthday on the 7th of February 1991.

Make a Fresh Start

The risk of Occupational Overuse Syndrome can never be stressed enough. Please take note of the guidelines below, which have been produced by the Department of Occupational Health, Safety and Welfare.

It is not only taxonomists who change the names. RSI is now OOS (Occupational Overuse Syndrome). We usually work to prevent extinction but in the case of OOS we would welcome it.

You can all help to protect yourselves and reduce the rush to others. Please read the guidelines.

OCCUPATIONAL OVERUSE SYNDROME

Guidelines for Authors

- Write legibly using blue or black ink, not pencil or red pen as these are indistinct and difficult to read.
- Authors should negotiate with Supervisors and accept the return of documents if they are not clearly written.
- Do not expect operators to type multiple drafts of the final document.
- Make all corrections in a contrasting colour.
- Set realistic deadlines.
- Provide clear directions regarding layout.
- Prioritise your work.
- Negotiate with other authors to set overall work priorities.

For further information and assistance please telephone between 8.00 am and 5.00 pm, or write to:



Department of Occupational
Health, Safety & Welfare

Willmar House 600 Murray St.
PO. Box 294 West Perth 6005
Phone (09) 327 8777

Reducing the risk Reducing the risk Reducing the risk Reducing the risk Reducing the risk

Guidelines for Supervisors

- Ensure operators follow their guidelines explicitly.
- Provide an open and clear line of communication between management, authors and operators.
- Organize each operator's workload efficiently.
- Assist operators to adjust their furniture and equipment to allow them to adopt a good working posture.
- Receive all work from authors and check the quality of handwritten copy before distributing it to the operators.
- Negotiate deadlines and priorities with authors.
- Allocate non-repetitive duties during non-keying periods.
- Ensure all operators receive adequate training in correct keyboard techniques.
- Arrange for prompt repairs to office equipment, furniture and environmental factors.
- Identify and minimise sources of stress within the work area.
- Encourage the early reporting of any symptoms of occupational overuse.

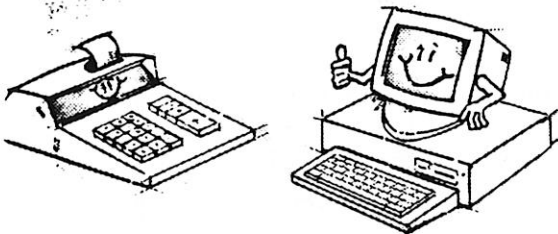


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AND NOTE! Everybody has access to a computer now but not everybody uses them! A lot of jobs that could easily and efficiently be done by scientists are ending up in the typing trays adding to the OOS risks and using up time that could be spent more profitably doing other things.

Another tip, share the load, please use your own keyboard for those jobs that don't need to be passed on to others.

Guidelines for Keyboard Operators



- 1 Adjust your furniture to enable you to maintain a good posture while keying.
 - 2 Arrange your work area in the most efficient way to ensure all materials, equipment and controls can be easily reached without stretching or twisting.
 - 3 Always use the correct keyboard technique.
 - 4 Report breakdowns or malfunctions of your equipment or furniture immediately to your Supervisor.
 - 5 Take rest breaks from keying either:
2-3 minutes in each 15-20 minutes
or: 5 minutes in each 30 minutes
or: 10 minutes in each hour.
- NOTE:** Non-repetitive work may be performed during these breaks.
- 6 Never accumulate work breaks.
 - 7 Start keyboard work slowly each day to warm up to the task and cool down by reducing your keystroke rate at the end of each day.
 - 8 Gradually build up keying speed to your normal rate after any absence from keying, including holidays.
 - 9 Negotiate a realistic work-load with your Supervisor.
 - 10 Do not key for more than 5 hours per day, 2.5 hours each in the morning and afternoon, with a minimum of 1 hour in between.
 - 11 Intersperse keyboard work with non-repetitive tasks where possible.

Know the signs and symptoms of occupational overuse syndrome. Notify your Supervisor then see your doctor should any occur.

Adjusting Your Furniture

Make a habit to check your posture before commencing keying, and adjust your furniture to enable you to work comfortably and safely.



For Fixed Height Desks:

- Chair Height — adjust the chair so that your elbow tips are at the same level as the home row (ASDF) of keys.
- Footstool — adjust the height so that your hips are slightly lower than your knees.

For Adjustable Height Desks:

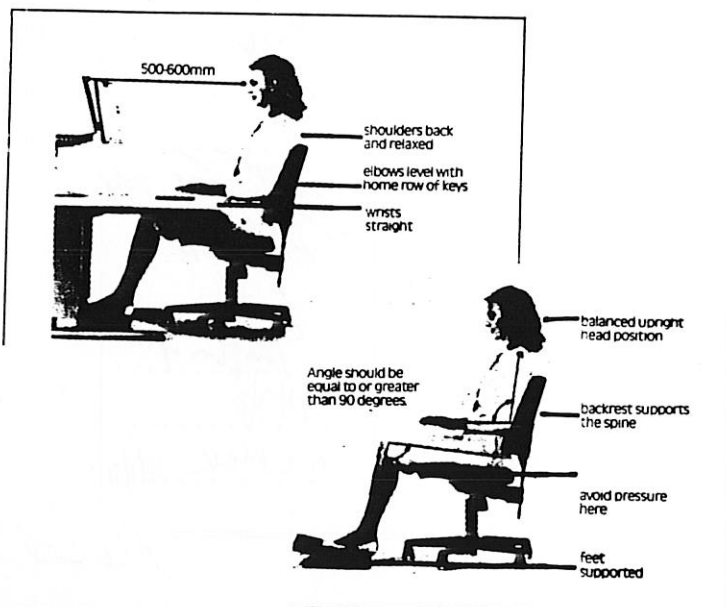
- Chair Height — adjust the chair so that your feet are flat on the floor and your hips are slightly lower than your knees.
- Desk Height — adjust the desk so that your elbow tips are at the same level as the home row (ASDF) of keys.

For Both Types of Desks

- Lumbar Support — adjust the height of the backrest to support the lumbar curve (small) of your back. To find your lumbar curve, hold your arms behind your back and comfortably clasp the opposite forearm near the elbow.
- Seat Depth — adjust the seat depth so that you are firmly supported by the backrest and can still fit 3 fingers between the front of your seat and your calves.
- Screen — adjust the top of the screen to the level of your eyes. Position the screen at a comfortable viewing distance usually between 500-600 mm.
- Document Holder — adjust the top to eye level and ensure the viewing distance is the same as the screen.

Be Comfortable

A good posture is comfortable and well supported by properly adjusted furniture. It reduces muscle strain and fatigue.



A funny thing happened on the way through the WRC circulation system

The list below has finally arrived back in Steve Hopper's pigeon hole after a marathon run through our circulation system. - take note of the first date P Fuller (3/11/88) and the last N McKenzie (14/1/91). There's no way of knowing how long Norm had it before he passed it on so we'll have to give him the benefit of (considerable) doubt and assume he received it that morning from someone who didn't date his/her initials.

Both Tony Start and Jill Pryde have been aware of the many problems encountered with this circulation system and hopefully now have it under control!! If you have any bright ideas and wish to share them with us please don't hesitate to give Jill a call (Woodvale 4055128). WOODVALE CIRCULATION LIST

PLEASE PASS ON PROMPTLY

(If you know a person to be away, please pass on to someone else).

NAME	SIGNED	NAME	SIGNED
ALGAR D.	<i>SH 2/11</i>	MITCHELL D.	<i>DWH 9/11</i>
ALFORD J.	<i>Jeno A. 11/1/89</i>	MORRIS K.	<i>Ma 11/11</i>
BROWN A.	<i>A.P. Brown 17/1/89</i>	MUNRO D.	<i>Clarence</i>
BURBIDGE A. A.	<i>Sal 28/9</i>	ONUS M.	<i>NO 01-11</i>
BURBIDGE A. H.	<i>AB 1/11</i>	PEARSON G.	<i>AB 11/1/89</i>
BURROWS N.	<i>NB - are we expected to read this!</i>	PRINCE B.	<i>h</i>
CADE L.	<i>Scale</i>	PRYDE J.	<i>Jill 6/12</i>
COATES D.	<i>Q 22/11</i>	ROLFE J.	<i>Jill</i>
CHOO M.	<i>M. 29/11</i>	SOKOLOWSKI R.	<i>R Sokolowski</i>
FRIEND G.	<i>GF 9/11</i>	START T.	<i>TS 30/9</i>
FRIEND T.	<i>Jas 24/11</i>	THOMAS N.	<i>at Thomas 2/12</i>
FROST C.	<i>CF 7-8-89</i>	WILLIAMS A.	<i>Adam Williams 17/11</i>
FULLER P.	<i>Fuller 3/11/88</i>		
GILMOUR J.	<i>GH 28/9</i>	<u>LIBRARY</u>	
GIOIA P.	<i>GP 29/11</i>	CLIFT H.
HALSE S.	<i>SA 28/9</i>	ANZA B.
HARVEY J.	<i>HJ 18/12</i>	MORAN S.
HOPKINS A.	<i>H</i>	NELSON I.
HOPPER S.		NOGOLLOUS J.
KEIGHERY G.	<i>Keighery 22/12</i>	O'NEILL J.
KINNEAR J.	<i>J.K. 11/10</i>		
LANE J.	<i>L 11/10</i>		
LEFTWICH T.	<i>TL 3/10</i>		
MAISEY K.	<i>MA 2/12</i>		
McKENZIE N.	<i>N. Mack 14/1/91</i>		

*Placed in to Steve Hopper's intbay on 15/1/90
MS.*

THE NEXT TIME YOU ARE SUBMITTING A PUBLICATION TO BE PRINTED THROUGH PUBLIC AFFAIRS,
PLEASE USE THE FOLLOWING "REQUEST FOR PUBLICATION" FORM.

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References for illustrations yes no

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