



DEPARTMENT OF
CONSERVATION
AND LAND MANAGEMENT

Conserving the nature of WA

2002

**ORGANISATIONAL
LEARNING &
DEVELOPMENT
MANUAL**

**FOR ALL
DEPARTMENTAL
PEOPLE**

Development -

A gradual unfolding, to bring out all that is contained.

To cause to grow.

To change the form of but not the value.

To bring forth a latent condition.

To grow from within.

Grow -

To manifest vigorous life.

To put forth foliage, to flourish.

To spring up, to arise.

To increase in some specified quality.

To advance, to stretch forward.

People Services Branch.



introduction

part A

introduction

The Training & Development Manual is intended to serve as a reference to assist all personnel seeking to improve their performance & develop their careers. The courses outlined in this manual should not be considered as exhaustive. There are many additional courses available to personnel wanting training & development. The Training Centre at Dwellingup now has an electronic register, called the Australian Training Register (ATR), which lists over 32,000 public access training programs, courses, conferences & seminars. On the job training, job rotation, transfers, & acting positions are all also additional ways of achieving training & development. The need to successfully train & develop personnel is recognised within the Department & is aimed at achieving the most efficient use of people while maximising the economic & administrative efficiency of the Department.

All personnel should consult regularly with their supervisors in establishing a development plan & seek out training courses, which allow development to occur. The performance appraisal system forms an important, integral part of the process of establishing a developmental plan & should be used to ensure training needs are met.

Should any member of the Department require further assistance with establishing a development plan, attending training courses, or clarification of the material in this manual, they should contact the training staff at the Departments Training Centre, Dwellingup.

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

To maintain an accurate training register it is imperative that all training completed by all Departmental people is recorded & entered into CONCEPT. When completing courses external to CALM it is the responsibility of the individual to forward their details & course information for entry into CONCEPT to Peter Hill, Learning Programs Consultant C/o Training Centre, Dwellingup. Contact Peter for details of required course information.

Not all courses are currently accredited as meeting the required standards. Those courses which are accredited & registered with the Training Accreditation Council of WA have an asterisk (*) alongside the title. Double asterisks (**) indicate international accreditation.



Training Notice Board

A Training Notice Board is now online on the CALMWeb. It is available for staff to add any internal or external training courses, workshops, seminars &/or conferences that are work related & of interest to other staff. Staff can then access the Training Notice Board to view the most current courses available. The notice board is now up & running & can be found at

<http://calmweb.calm.wa.gov.au/drb/csd/hrb/cgi-bin/courses.cgi>

procedures

part B

procedures

All personnel are encouraged to seek out training courses consistent with the goals set within the context of the IDAPES appraisal. When agreement has been reached with the supervisor as to a proposed training course for the year, the following procedures should be followed:

1. Training budgets are to be prepared in accordance with budget preparation guidelines. It is necessary to distinguish between training for development & training to overcome a performance gap.
 - 1.1. ***It will be the responsibility of District, Branch & Section managers to prepare & monitor their own training budgets with respect to fees & travelling & accommodation expenses associated with 'performance gap' training, travelling & accommodation expenses associated with 'development' training.***
 - 1.2. The People Services Branch has responsibility for budgeting for the payment of fees associated with 'development' training.
 - 1.3. When preparing budget flexfields the activity code 682 must be used for all training expenditure.
2. Nomination to attend a training course should only be made after careful consideration of the training need & the development plan.
 - 2.1. There must be a clearly identified need for training.
 - 2.2. The purpose of the training must be clearly identified, ie. to solve a performance gap or for development, as this impacts on the budget allocation.
 - 2.3. As some training courses are offered more than once during the year, the specific dates for attendance must be included in the nomination.
 - 2.4. Supervisors must ensure that leave programs, the number of training courses attended by the nominee, the work priorities & program, cost to the Department, benefit to the person/Department are all duly considered prior to nominating any personnel.

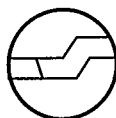
procedures

- 2.5. All nominations should be forwarded to the Co-ordinator Organisational Learning & Development, Mr Alan Byrne through the Regional Manager who will review the nomination relative to Regional priorities.
- 2.6. When a number of nominations are made for the same course, they should be given a priority by the Regional/Branch manager before forwarding to the Co-ordinator Organisational Learning & Development.
- 2.7. Nominations must reach the Coordinator Organisational Learning & Development six weeks prior to commencement of the course.
3. The Co-ordinator Organisational Learning & Development, will then forward nomination details to the relevant training course coordinating officer, or the external agency involved.
4. Following approval to attend a course, the supervisor responsible & the person attending will be notified of the success of the application along with any further information about attendance.
5. It is the responsibility of the supervisor to authorise & arrange travel. Accommodation arrangements will usually be made by the officer conducting a course & participants notified accordingly. Costs incurred in travel & accommodation will be paid from District, Section or Branch budgets as appropriate.
6. There is a requirement for all course participants to complete the course evaluation form - included in this manual, at the completion of the course.
The aims of this process are as follows:
 - (a) to ensure satisfactory course standards are maintained.
 - (b) to ensure course material is relevant.
 - (c) to monitor attendance at courses.

It is the **responsibility of all course participants** to complete & forward this information to the Co-ordinator Organisational Learning & Development.

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

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



CLM 90

DEPARTMENT OF CONSERVATION & LAND MANAGEMENT

NOMINATION TO ATTEND PERSONAL DEVELOPMENT ACTIVITY

APPLICANTS NAME: _____
Christian Names Surname

POSITION: _____

LOCATION: _____

CONTACT No: _____

EMAIL: _____

NAME OF COURSE: _____

COURSE CONDUCTED BY: _____

DATE: _____ VENUE: _____ FEE: _____

REASON FOR ATTENDANCE: _____

PERFORMANCE GAP: _____

DEVELOPMENT: _____

OTHER: _____

SIGNATURE: _____ DATE: _____
Applicant

ENDORSED: DIST/SECT. MGR _____ DATE: _____

REG/BRANCH MGR _____ DATE: _____

COURSE FEES A/C NO: _____

ACCOMMODATION A/C NO: _____

TRAVELLING A/C NO: _____

Forward to:
Coordinator Organisational Learning & Development Alan Byrne, Dwellingup (E-mail:
alanby@calm.wa.gov.au or FAX:08 95381244)

Application

Approved

Not Approved

SIGNATURE: PeopleServices _____ DATE: _____

short courses

part C

courses in field operations

(*) Accredited Nationally

(**) NFROT or Accredited International

chainsaw maintenance & handling *

Involves trimming & cutting of logs/timber using a hand held chainsaw.

Description:

Restricted to chainsaw operations involving.

- Falling (culling) of small standing material no more than 10cm diameter.
- Cutting timber/logs using crosscutting, trimming, boring & ripping techniques.

Expected Outcomes:

Upon satisfactory completion of assessment participants will be able to:

- Outline the Occupational Health & Safety Regulations & policies for chainsaw use.
- Demonstrate safe working practices associated with the use of chainsaws.
- Identify cross cutting requirements.
- Prepare & maintain equipment.
- Assess log/timber & plan cutting
- Describe & perform trim & cross cut procedures.

This course is accredited by the Training Accreditation Council & meets the requirements of relevant Australian Standards, National Competency Standards & Timber Industry codes.

Format:

Theory presentation, demonstrations, controlled learning, practice & assessment 2 days.

Methodology:

The 3 hour theory presentation is followed by demonstrations in the field. This is a practical based course where participants are closely coached. Assessments are completed through a questionnaire, observations & demonstrations.

Key Subject Areas:

Occupational Health & Safety
Safe working Practices
Personal Protective Equipment
Safety features of a chainsaw
Chainsaw components & maintenance
Chain tensioning & sharpening
Trouble diagnosis
Trim & crosscut logs

Who Should Attend:

Anyone that is required to use a chainsaw. Participants need to be physically fit & capable of performing heavy manual tasks.

Facilitators:

Training & assessment conducted by Chainsaw & Felling Service (CAFS) group.

Contact : CAFS Manager
Bill Towie

Email - billt@fpc.wa.gov.au

Phone: (08) 9535 9477

Fax: - (08) 9535 9433

Mobile: - 0427 447 510

chainsaw maintenance & handling cont.*

Dates:

As required.

COSTS:

FPC	\$175/person
CALM	\$175/person
OTHER	\$245/person

Note: Costs are GST inclusive & are calculated for Forest Areas of the South West. Requests outside this general area would attract additional costs to cover travel.

driver training (light vehicles 4x4) *

This course is designed to provide students with the knowledge & skills to understand the capabilities of both themselves & the vehicle to negotiate rough terrain.

Expected Outcomes:

- Demonstrate knowledge of the Traffic Act & legislation relating to driving & road safety.
- Demonstrate the use & operation of the 4WD components & capabilities.
- Operate vehicle recovery equipment safely & efficiently.
- Operate 4WD vehicle using safe & efficient driving techniques.

Format

A 4½ day live in course presented at the CALM Training Centre, Dwellingup, or at other agreed location.

Methodology:

The course is based on presentation of theory & interactive discussion before theory is put into practice in the field. The course emphasis is on field work & participants receive tuition &

practical driving experience in a wide range of 4WD driving conditions, from steep ascents & descents, river crossings, mud & sand driving to the safe & efficient use of recovery equipment.

Key Subject Areas:

- 4WD components & capabilities. Power flow, transmission, transfer case, free wheeling hubs, transmission windup, tyre pressures, driver approach to 4wding.
- Vehicle recovery equipment. Knowledge & safe use of high lift jacks, airbags, winches & snatch straps . Recovery of a vehicle from a bogged position.
- Cab drill & POWER Checks.
- 4WD Techniques. Drivers approach, stallout procedure, steep ascents, steep descents, sand driving, mud driving, river crossings, 4WD general principles.

Who Should Attend:

All Departmental people who are required to use a 4WD for off road driving.

Facilitator:

Peter Hill
Learning Programs Consultant
CALM Training Centre
Dwellingup, 6213
Ph 9538 1200

Fax 9538 1244

Email peterhi@calm.wa.gov.au

Dates:

No dates have been scheduled for this course. To nominate, complete a CLM90 form & forward to Coordinator Organisational Learning & Development, CALM Training Centre, Dwellingup, 6213

**driver training
(light vehicles 4x4) cont. ***

or fax to (08) 95381244. Nominees will be wait listed & a course run when minimum numbers are met for the course.

Cost:

The cost of the course, meals, & accommodation will be met jointly by the central training budget & the participants workcentre.

Work centres will be responsible for supplying participants with a manual four-wheel drive vehicle (dual cab or station wagon)

4x4 heavy vehicle operators course *

This course is designed to provide students with the knowledge & skills to understand the capabilities of both themselves & the vehicle to negotiate rough terrain.

Expected Outcomes:

- Demonstrate knowledge of the Traffic Act & legislation relating to driving & road safety.
- Demonstrate the use & operation of the 4WD components & capabilities.
- Operate vehicle recovery equipment safely & efficiently.
- ⊙ Operate 4WD heavy vehicle using safe & efficient driving techniques.

Format

A 4½ day live-in course presented at the CALM Training Centre, Dwellingup, or at other agreed location.

Methodology:

The course is based on presentation of theory & interactive discussion before theory is put into practice in the field. The course

emphasis is on field work & participants receive tuition & practical driving experience in a wide range of four wheel driving conditions, from steep ascents & descents, river crossings, mud & sand driving to the safe & efficient use of recovery equipment.

Key Subject Areas:

4WD components & capabilities. Power flow, transmission, transfer case, free wheeling hubs, transmission windup, tyre pressures, driver approach to 4w driving.

Vehicle recovery equipment. Knowledge & safe use of high lift jacks, airbags, winches & snatch straps . Recovery of a vehicle from a bogged position.

Cab drill & POWER Checks.

4WD Techniques. Drivers approach, stallout procedure, steep ascents, steep descents, sand driving, mud driving, river crossings, 4WD general principles.

Who Should Attend:

All Departmental people who are required to use a 4WD heavy vehicles for off road driving.

Facilitator:

External training providers are used for this course. Enquiries should be directed to;

Peter Hill
Learning Programs Consultant
CALM Training Centre
Dwellingup, 6213
Ph 9538 1200
Fax 9538 1244
Email peterhi@calm.wa.gov.au

4x4 heavy vehicle operators cont.*

Dates:

No dates have been scheduled for this course. To nominate, complete a CLM90 form & forward to Coordinator Organisational Learning & Development, CALM Training Centre, Dwellingup, 6213 or fax to (08) 95381244. Nominees will be wait listed & a course run when minimum numbers are met for the course. .

Cost:

The cost of the course, meals, & accommodation will be met jointly by the central training budget & the participants workcentre.

Work centres will be responsible for supplying participants with a manual four-wheel drive heavy vehicle.

law enforcement training *

The purpose of this course is to introduce participants to the basic principles of the law & provide them with an understanding of how the legal system works. The primary focus is on the importance of having a sound knowledge of the legislation & the skills required to be an effective enforcement officer. The course progresses in a sequential manner through various modules commencing with knowledge of the law & the legal system, through to gathering evidence, conducting investigations, interviewing witnesses & suspects, writing breach reports & attending court to present evidence.

Expected Outcomes:

As a result of this course, participants should:

- understand the principle enforcement sections of the *CALM Act*, & the *Wildlife Conservation Act*, & be familiar with the provisions of the *National Parks Regulations*, the *Forest Management Regulations* & the *Wildlife Conservation Regulations*;
- understand the difference between common law & statute law, be familiar with Section 7 of the *Criminal Code* relating "Parties to an Offence" & Sections 22, 23 & 24 of the *Code* relating to "Criminal Responsibility", understand the relevance Section 23 of *Firearms Act* & Sections 58A & 97 of *the Police Act*, be familiar with the Court Hierarchy in WA, & know the difference between criminal & civil law;
- know & understand the principles of legally admissible evidence, the process for initiating a prosecution with particular reference to determining what evidence to place before the court, what constitutes sufficient evidence, what constitutes direct evidence, what constitutes circumstantial evidence, what constitutes similar fact evidence, oral evidence, documentary evidence, & real evidence, know the definition of facts & what constitutes facts in issue, know what is meant by facts relevant to the issue, what opinion evidence is, what character evidence

law enforcement training cont.*

- is, what hearsay evidence is & know the difference between admissions & confessions;
- understand the rules relating to the recording of evidence, including the importance of taking notes at the time, the basic rules for making notes, the importance of preserving notes taken, the recommended procedure for taking statements & records of interview & the procedure for refreshing memory from notes;
 - understand the value of photographic evidence & techniques for taking photographs of evidence, what to show & how to achieve the best results;
 - when conducting investigations, understand the importance of conducting preliminary investigations to verify information received, what checks should be made, the need for security during investigations, & what checks can be made to establish a suspect's name & address;
 - know the correct methods of conducting an investigation, including the importance of the initial approach, the need to conduct a thorough examination of the scene of the offence, the procedure for obtaining statements from witnesses, classifications of witnesses, the process of interviewing suspects, & how to compile a breach report;
 - be familiar with the process in getting an offender to court, & have a good understanding of the functions of the court, including the functions of the magistrate, requirements for proving a case, the implications of a plea of guilty, a plea of not guilty, or no plea, standards of dress & grooming while in Court, conduct & deportment in Court, the giving evidence from the witness box, including taking the oath, the correct manner of speech, the need to try & memorise details, & how to answer questions, the importance of maintaining a calm attitude toward the defence lawyer & a detached attitude towards the defendant, The importance of accepting of the decision of the court;
 - understand the process involved in the issuing of infringement notices, including the importance of taking adequate notes when issuing infringement notices & be familiar with the Court fines enforcement system under the *Fines, Penalties & Infringement Notices Enforcement Act 1994*;
 - be familiar with the requirements of those provisions of the **Young Offenders Act 1994** that effect their dealings with young offenders;
 - be able to demonstrate their ability to effectively apprehend an offender by participating in a role play activity, simulating a typical situation they would be likely to encounter in the field;
 - be able to prepare a comprehensive breach
 - report in the prescribed format, which clearly identifies the alleged offences, describing them accurately & referring to the correct sections of the legislation alleged to have been breached.

law enforcement training cont.*

Format:

5 day course.

Methodology:

The course is based on presentation, using comprehensive legislation compilations issued to each participant, overheads, handouts, slides & videos. Actual case histories are referred to & participants encouraged to question, relate the concepts to their own experience & share ideas for good practice. A visit to Central Law Courts to observe a court in action provides a real life learning experience, whilst role-plays provide participants with an opportunity to experience what it is like to apprehend an offender in the field.

Key Subject Areas:

Knowledge of legislation, in particular, the *CALM Act* & *Wildlife Conservation Act*; Principles of legally admissible evidence; Conducting investigations & interviewing witnesses & suspects; Preparing breach reports; & Getting an offender to court & understanding the functions of the court.

Who Should Attend:

All field staff who have or are likely to have responsibility for any law enforcement functions.

Facilitator:

Supervising Wildlife Officer Kevin Morrison
Wildlife Protection Branch
SOHQ Como

Dates:

Generally, two courses are conducted each year, one in February/March for trainee field

officers at the Dwellingup Training Centre & one in October at either the Como training centre or some other nominated regional centre for other Departmental field staff.

Courses generally cater for a maximum of ten (10) persons with nominations being prioritised on the basis of the degree of importance of enforcement in the officer's usual role & the order in which nominations were received.

Cost:

There are no course fees for this course, though in the case of courses conducted at Como or other regional centres, each participant's cost centre is responsible for any travel, accommodation or meal expenses incurred. In some cases, such as Dwellingup where the course is conducted on a live-in basis, meals & accommodation are provided but travel arrangements & costs remain the responsibility of the participant's cost centre.

field surveying *

This course provides students with the knowledge & skills to effectively use Departmental maps & aerial photographs, to use basic surveying equipment, to assess the visual impact of a proposed road alignment & to calculate & survey simple road curves.

Expected Outcomes:

- Students shall demonstrate their ability to use 1: 50,000 maps with & without contours;
- aerial photographs with stereoscopes.
- Students shall demonstrate their ability to employ the Australian Map Grid System; describe positions on the ground accurately by

field surveying cont.

- co-ordinates; & to calculate gradients from a map.
- Students shall demonstrate their ability to calculate given areas on any Departmental map by the use of a planimeter; dot grid; measurement & mathematical calculation.
 - Students shall demonstrate knowledge & use of Suunto compass; Suunto clinometer; Hip chain; & Dumpy level.
 - Students will demonstrate knowledge of road planning in accordance with Departmental policy & procedures.
 - Students will demonstrate the ability to select, in the field, a road alignment conforming to Departmental specification; select a final line allowing for factors affecting gradients; & note availability of gravel in both dieback & dieback-free areas.
 - Students will demonstrate their ability to design a simple curve; calculate deflection angle; calculate tangent; calculate secant; calculate offsets; & understand radius rationale.

Format

A 3 day course.

Methodology:

The course is based on presentation of theory, interactive discussion & where possible handouts on experience in the field. The course focuses on experiential learning with the opportunity to use maps & map reading equipment, survey equipment & to plot a simple curve in the field. The third day of the course focuses on a project where the students are given a proposed road alignment. This allows the application of the skills they have learnt to plot the

road alignment, research its impact on the environment, use the survey equipment to walk the road alignment in the field & prepare a report to justify the alignment.

Key Subject Areas:

Map Reading: Departmental maps, scales, Australian Map Grid (AMG) System, Forest Department System, distance measurement, area calculations, contours, aerial photos & bearings.

Survey Equipment:

Compass, Clinometer, Hip Chain & Dumpy Level.

Visual Impact Assessment

Plotting a Simple Curve: Designing a simple curve, deflection angle, tangent, secant, offsets & radius rationale.

Who Should Attend:

Any staff member who is required to use Departmental maps, survey equipment, & or design road alignments.

Facilitator:

Peter Hill
Learning Programs Consultant
CALM Training Centre
Dwellingup, 6213
Ph 9538 1200
Fax 9538 1244
Email peterhi@calm.wa.gov.au

Dates:

No dates have been scheduled for this course. To nominate, complete a CLM90 form & forward to Co-ordinator Organisational Learning & Development, CALM Training Centre, Dwellingup, 6213 or fax to (08) 95381244. Nominees will be wait listed & a course run

field surveying cont. *

when minimum numbers are met for the course.

Cost:

The cost of the course, meals, & accommodation will be met jointly by the central training budget & the participants workcentre

recreation planning & management*

Outdoor recreation planners & managers who work in natural areas have a dual responsibility. On the one hand, they are required to provide a range of recreational opportunities & experiences for a diverse range of users. At the same time, they must also seek to ensure the protection & proper management of those natural areas & processes that attract visitors in the first place. How to successfully achieve these apparently conflicting objectives of preservation & maintenance of natural values & processes while facilitating the public's use & enjoyment of these values is a dilemma which has & continues to confront recreational planners & natural area managers.

The Department of Conservation & Land Management is one of the major providers of outdoor recreation & nature-based tourism opportunities in Western Australia. This course will explore the theory & practice of recreation planning & management using local examples to demonstrate appropriate processes & techniques

The course incorporates a planning exercise in which participants will be assigned to work in small syndicate teams to prepare a recreation site development plan & visitor communications strategy for

a reserve located in the Perth Metropolitan Region. This exercise will enable participants to test & apply the various principles, processes & guidelines presented during the course. The course also provides a forum for the interchange of ideas & experience between participants interested in recreation planning & management in natural areas & practitioners skilled in this field.

Expected Outcomes:

As a result of this course, participants should be able to: explain the concepts of leisure, nature-based recreation & tourism;

- outline the Department's role, responsibilities, policies & approach to planning & managing for nature-based recreation & tourism;
- discuss the rationale of providing recreation & tourism facilities & services in natural areas so as to achieve appropriate levels of visitor use & development without compromising environmental values & processes;
- explain the essential principles & procedures used in assessing, planning, managing & monitoring natural areas for
- nature-based recreation & tourism;
- describe the essential features of contemporary planning frameworks including the Recreation Opportunity Spectrum & the Limits of Acceptable Change;

recreation planning & management cont.*

- apply recreation site inventory & assessment methods;
- demonstrate how recreation master & site development plans are prepared;
- present various guidelines, standards & techniques relevant to the design, construction & management of recreation & tourism facilities in natural areas;
- describe the principles & procedures of communicating with visitors to natural areas;
- describe the Department's obligations & approach to planning for the needs of people with disabilities

Format:

This is a live-in course conducted over five & a half days.

Methodology:

The course is based on interactive presentations from a number of Department staff with expertise in various facets of recreation resource planning & design, visitor management & related fields. A range of teaching methods is employed including illustrated lectures with slides & videos, case studies & a field trip. The course is woven around a syndicate exercise in which participants are given the opportunity to work on a real life recreation planning & design project. On the last day of the course, the syndicate groups present their findings & recommendations.

Key Subject Areas:

Concept of leisure & associated benefits; Departmental role, responsibilities, policies & strategies in providing nature-based recreation & tourism opportunities; recreation resource planning; site planning, plan preparation & implementation; visitor management through information & interpretation; visitor safety & risk management; planning for people with disabilities.

Who Should Attend:

Any staff member who currently works in or is planning to pursue a career in the Parks & Visitor Services Output & who seeks to understand about the various principles & processes associated with planning & managing for recreation & tourism in natural areas.

Facilitator:

Wayne Schmidt (phone 9334 0575; fax 9334 0253; e-mail: waynes@calm.wa.gov.au)

Dates:

The course will be offered twice in 2002. Dates are yet to be finalised, but it is anticipated both courses will be offered during the month of June. To express an interest, e-mail Wayne Schmidt detailing your name, business/work unit, location, manager's name & that your expression has your managers support.

Cost:

The cost of accommodation & meals will be met out of the Department's central training budget. Participants will be responsible for the cost of travel to & from the training venue

designing interpretive activities & ecotours workshop*

This course empowers you to design your own interpretive activity with professional guidance. You will learn scripting & presentation skills & gain experience in planning & evaluating interpretive activities programs & ecotours that enrich the experience of visitors to natural & cultural areas.

Expected Outcomes:

As a result of this workshop participants should;

- describe the principles of interpretive communication
- develop & plan an interpretive activity
- present an interpretive activity
- explain the importance of evaluating interpretive activities
- describe the process of planning & promoting a program of interpretive activities / ecotour

Format:

A four & a half day workshop

Methodology:

The workshop involves presentations, case studies, discussions, demonstration activities & role plays. Participants experiences are shared & questions encouraged. A variety of learning models are used & discussed along with an Interpretive Activity Planner. Ideas outlined in the Planner are shared with the other participants.

Key Subject Areas:

Interpretation within ecotourism & heritage management; communication strategies & techniques; the ways people learn; planning an interpretive activity;

using props; scripting your presentation; presenting an interpretive activity; promoting an interpretive activity, activity program or ecotour; evaluating activities, programs & ecotours.

Who should attend:

All staff involved with personal communication with the public, especially those involved with guided activities in the field.

Facilitator:

Gil Field, Senior Interpretation Officer, Visitor Interpretation Services, Kensington.

Dates:

April. Dates to be decided.

Venue:

University of Notre Dame Australia, Fremantle.

Elsewhere in Western Australia if guarantee of ten participants.

Cost:

\$350 per participant, includes 3 books - the Workshop Workbook, Best Recipes for Interpreting Our Heritage & Developing Ecotours.

***Phytophthora cinnamomi* management ***

This course is designed to give participants an understanding of the pathogen *Phytophthora cinnamomi* & disease caused by it in native vegetation in Western Australia & how it is managed by the Department. The focus is on understanding the biology of the pathogen, disease caused by it, Departmental policy & current management measures & on the knowledge & skills necessary to prepare a *Phytophthora cinnamomi* Hygiene Management Plan for conservation lands.

Phytophthora cinnamomi* management cont.

Expected Outcomes:

As a result of this workshop participants should:

- Describe the biology of *Phytophthora cinnamomi* & it's interaction with the host plant
- Describe common disease syndromes
- Know the relevant legislation, policy & requirements of managers of conservation lands
- Describe risk management
- Describe the process for detecting the presence of the pathogen in native vegetation
- Describe key hygiene measures
- Prepare a *Phytophthora cinnamomi* Hygiene Management Plan for conservation lands

Format: A day & a half workshop.

Methodology:

The course is based on presentation, discussion & case study involving a practical planning exercise. Includes two written assessments & assessment of the practical exercise.

Key Subject Areas:

The pathogen & its impacts on native vegetation. Origin, history & distribution in Australia of the pathogen. Biology & environmental factors influencing its establishment & survival. Disease syndromes caused by the pathogen & field detection & demarcation. Policy & legislation governing the management of the problem. Risk management & hygiene measures available to land managers. Methodology for preparing a *Phytophthora cinnamomi* Hygiene

Management Plan for conservation lands.

Who Should Attend:

Any staff member who seeks to understand more about the pathogen & the Department's current approach to its management.

Facilitator:

Kevin Vear
Peter Blankendaal

Dates:

No dates have been scheduled for this course. To express an interest, email Peter Hill detailing your name, business/work unit, location, charge code, managers name & that your expression has your managers support. Peter can also be contacted by phone on 089538 1200.

Cost:

\$250 per participant.

***Phytophthora cinnamomi* detection, diagnosis & mapping (interpretation) ***

This course is designed as an introduction to knowledge, skills & techniques required for detecting, interpreting symptoms & mapping of disease caused by the plant pathogen *Phytophthora cinnamomi*. Successful participants in this course will be able to effectively assist experienced Interpreters to interpret disease presence or absence in a range of vegetation types. It is the first step in attaining accreditation as a qualified Disease Interpreter for working on land managed by the Department of Conservation & Land Management.

***Phytophthora cinnamomi*
detection, diagnosis & mapping
(interpretation) cont.***

Expected outcomes:

Participants will be able to:

- Describe the biology of *Phytophthora cinnamomi*.
- Describe the interaction & impact of *Phytophthora cinnamomi* in native vegetation.
- Demonstrate knowledge of environmental factors that influence autonomous & vectored spread of *Phytophthora cinnamomi*.
- Describe the field & laboratory process for identifying *Phytophthora cinnamomi* in soil & root tissue samples.
- Describe & demonstrate disease boundary demarcation procedures & plot demarcated boundaries onto a map.
- Demonstrate planning & implementation of field strip line assessment surveys.
- Record field survey data using GPS & download into GIS enabled computers.
- Demonstrate navigation & identification of indicator species deaths & other objects on 230mm 1:4500 aerial photographs.

Format:

A 4 day theory & practical course. Approximately 60% of the course is held in the field.

Methodology:

In a classroom setting the course firstly covers the theory of *Phytophthora cinnamomi* biology, symptomology & environmental factors favouring the pathogen & disease development. It then moves into the technical skills & equipment required to detect

disease symptoms using "hands on" experiential learning in the field.

Key Subject Areas:

Phytophthora cinnamomi biology, symptomology, interpretation methods & equipment, demarcation & mapping.

Who Should Attend:

People who wish to attain qualifications as a Departmental Disease Interpreter or who need to understand the Interpretation process.

Facilitator:

Alex Moylett.

Dates:

As required. Occasionally Forest Management Branch run the course for new staff who will be employed as Disease Interpreters. Where sufficient interest is shown (minimum six persons) a course can be arranged otherwise intended participants will be included within an FMB course provided numbers are not excessive (maximum 10 people).

Cost:

\$600 per participant

***Phytophthora cinnamomi*
hygiene course for local
government authorities.***

This course is designed to give participants an understanding of the problems for the environment and industry caused by the pathogen *Phytophthora cinnamomi* and what is required of field workers operating vehicles and machines on conservation lands managed by local government agencies. The focus is on understanding the basic biology of the pathogen, how it is spread and

***Phytophthora cinnamomi*
hygiene course for local
government authorities cont.***

the key hygiene measures available to land managers and operators of vehicles and machines.

Expected Outcomes:

As a result of this workshop participants should:

- Demonstrate knowledge of the problems for the environment and industry associated with disease caused by the plant pathogen *Phytophthora cinnamomi*
- Outline the history of the introduction and spread of *Phytophthora cinnamomi* in Western Australia
- Describe the basic biology of *Phytophthora cinnamomi*.
- Demonstrate a knowledge of the Department's policy for managing the problems caused by *Phytophthora cinnamomi*.
- Describe field demarcation and the correct response to the field markings
- Describe key hygiene measures

Format: A 2 hour workshop.

Methodology:

This course is based on presentation and discussion. Includes a written assessments and/or workplace assessment.

Key Subject Areas:

The pathogen and its impacts on native vegetation. Origin, history and distribution in Western Australia of the pathogen. Basic biology and environmental factors influencing its establishment and survival. Disease syndromes caused by the pathogen and field detection and demarcation. Policy

and legislation governing the management of the problem. Key hygiene measures available to land managers.

Who Should Attend:

Staff of local government authorities who seeks to understand more about the pathogen and the current approach to its management especially those who operate vehicles and/or machines on or near conservation lands.

Facilitator:

Kevin Vear
Paul Zuvella – Shire of Kalamunda

Dates:

No dates have been scheduled for this course. To express an interest, email Peter Hill detailing your name, business/work unit, location, charge code, managers name and that your expression has your managers support. Peter can also be contacted by phone on 089538 1200.

Cost:

\$75 per participant.

firearms safety *

The aim of this course is to enable personnel to use firearms safely & effectively & to be able to make any firearm safe. Training is given on a variety of firearms including pistols, low-powered & high-powered rifles.

Contact: Leon Price
Collie

Venue: As required

Date: As required

***Phytophthora cinnamomi* hygiene for operators ***

This course is designed to give participants an understanding of the problems for the environment & industry caused by the pathogen *Phytophthora cinnamomi* & what is required of field workers operating vehicles & machines on conservation lands. The focus is on understanding the basic biology of the pathogen, how it is spread & the key hygiene measures available to land managers & operators of vehicles & machines.

Expected Outcomes:

As a result of this workshop participants should:

- Demonstrate knowledge of the problems for the environment & industry associated with disease caused by the plant pathogen *Phytophthora cinnamomi*
- Outline the history of the introduction & spread of *Phytophthora cinnamomi* in Western Australia
- Describe the basic biology of *Phytophthora cinnamomi*.
- Demonstrate a knowledge of the Department's policy for managing the problems caused by *Phytophthora cinnamomi*
- Describe field demarcation & the correct response to the field markings
- Describe key hygiene measures

Format:

A half workshop.

Methodology:

This course is based on presentation & discussion. Includes a written assessments &/or workplace assessment.

Key Subject Areas:

The pathogen & its impacts on native vegetation. Origin, history & distribution in Western Australia of the pathogen. Basic biology & environmental factors influencing its establishment & survival. Disease syndromes caused by the pathogen & field detection & demarcation. Policy & legislation governing the management of the problem. Key hygiene measures available to land managers.

Who Should Attend:

Any staff member who seeks to understand more about the pathogen & the Department's current approach to its management especially those who operate vehicles &/or machines on conservation lands.

Facilitator:

Kevin Vear
William Towie

Dates:

No dates have been scheduled for this course. To express an interest, email Peter Hill detailing your name, business/work unit, location, charge code, managers name & that your expression has your managers support. Peter can also be contacted by phone on 089538 1200.

Cost:

\$150 per participant.

fauna management *

This course is designed to provide participants with an appreciation of fauna management & the competence required to plan & implement operational fauna management programs.

fauna management cont.*

Expected Outcomes:

As a result of this course participants should:

- Have an understanding of the Department's role & responsibilities in Fauna management.
- Be familiar with the categories of threat used to rank WA fauna & be able to identify & manage key threatening processes.
- Have an appreciation of the ecology & management of selected Western Australian mammals, birds, reptiles & frogs.
- Understand the process of preparing, implementing, reviewing & evaluating a fauna management plan.
- Have acquired skills in a range of vertebrate fauna survey & monitoring techniques, including vertebrate fauna handling techniques.
- Be able to demonstrate various techniques used to identify vertebrate fauna & outline the collection & preparation procedures for vertebrate fauna specimens.
- Be able to collect & record field data &

describe how to manage & assess the data, to produce information, for the management of fauna.

- Be able to provide information on fauna management to the public, via the media.

Format:

5 day live in course held at Perup Forest Ecology Centre.

Methodology:

The course is intensive & is split into field & classroom sessions. The field sessions are based on participation in fauna surveys, including trapping & spotlighting. Participants are encouraged to question, assist each other & get as much hands-on experience as time permits. The classroom sessions are largely based on presentation with some case studies, discussion & activity.

Key Subject Areas:

Our responsibilities & obligations in fauna management from legislation to Departmental policy (covered in the pre-course assignment). Conservation status of WA fauna – the categories & criteria, listings & management priorities, Recovery Plans. Why is fauna under threat? - disturbance ecology & identification & management of threatening processes. Ecology & management requirements of WA fauna. Bringing this information together – developing fauna management plans. Implementing fauna management strategies – animal ethics, fauna survey techniques & data management, translocations. Managing & interacting with media. Management of 'problem' fauna.

fauna management cont.*

Who Should Attend:

Any person who is participating, or is interested in participating, in fauna management activities.

Priorities are given to Departmental personnel involved in implementing *Western Shield* fauna monitoring & translocation programs.

Facilitator: Peter Orell, Wildlife Branch, Kensington. Ph: 9334 0454.

E-mail: petero@calm.wa.gov.au

Dates:

No dates have been scheduled for this course but it is usually held in late October / early November. Contact Peter Orell for further information.

Cost:

\$250 for Departmental personnel & volunteers, \$500 for external participants.

CALM volunteer management - introductory *

This course is a development resource for Departmental staff operationally involved with volunteers.

Expected Outcomes:

To provide volunteer supervisors & other Departmental staff the knowledge & information to identify, manage & administer volunteer programs & projects within the Region or District.

Format:

3 day workshop, held in the Training Centre at Kensington

Methodology:

This course is based on presentations, discussion & a syndicate exercise conducted

through a series of internal & external presenters with responsibilities in volunteer management.

Key Subject Areas:

Volunteer policies & principles (corporate level) Principles of volunteer utilisation, supervision & management Administration/reward system.

Who Should Attend:

Staff intending to use or currently involved with supervising volunteers.

Facilitator: Ms Margaret Buckland

Dates:

24, 25 & 26 September 2002

Cost: N/C

bulldozer operators *

To provide course participants with the skills & knowledge to enable them to operate a track dozer competently, safely & efficiently in a forest environment. Theory 3 days, practical yet to be advised.

Contact: CALM Walpole

Venue: As required

Date: As required

cave guiding course *

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

Contact: Yanchep National Park

Venue: Yanchep National Park

Date: As required

CALM outback safety & bushcraft *

This course is designed to equip participants with the attitudes & skills to protect themselves from the harmful aspects of the natural environment & the environment from the harmful aspects of people. This is a "hands on" course that combines theory with practice to enable participants to apply the principles & techniques relating to safety & survival in the bush.

Expected Outcomes:

As a result of this course, participants will learn about:

- Planning a safe trip
- Minimal impact camping methods
- Map reading & navigation
- Stellar & solar navigation
- Water procurement & management
- Alternative fire lighting techniques
- Edible vegetation
- Avoiding poisoning by toxic vegetation
- Survival techniques
- Aboriginal bush living skills
- Useful & harmful sea coast creatures plus many more subjects.

Format:

The course is offered in 2 different formats. The first involves 4 evening theory sessions (one per week spread over a month) followed by a practical 2 day field camp in which participants are able to apply the principles & techniques they have been exposed to. The second format incorporates all of the theory sessions into a single day's tuition followed by the weekend camp.

Methodology:

The course is based around interactive presentations drawing heavily on the experience of the course co-ordinator Bob Cooper & his staff of qualified bushcraft instructors. A range of teaching tools including videos, planning scenarios & group exercises undertaken in both the classroom & during the field camp are used to convey the various principles & techniques.

Key Subject Areas:

Contemporary survival techniques including water procurement & management & edible plants; map reading & navigation including solar & stellar navigation; basic bushcraft skills including minimal impact camping; trip planning & selection of equipment.

Who Should Attend:

All Departmental staff who are commonly involved in fieldwork &/or who plans & carries out tasks involving travel in remote areas.

Facilitator:

Bob Cooper, who is the Director of Outdoor Education. Bob & his staff have been delivering courses to Department staff on outback survival & bushcraft since 1988. He is considered one of the leading survival instructors in Australia. Bob conducts a range of courses for government agencies & private companies & also co-instructs with the Texas Parks & Wildlife Rangers on desert survival.

Dates:

No dates have been scheduled for this course, but the course is normally offered at least 4 times each year. To express an interest or nominate to do the course,

CALM outback safety & bushcraft cont.*

contact Bob Cooper (phone: 9377 1767; fax: 9377 1217).

Cost:

\$330 per participant. This fee covers all theory & practical instruction sessions, associated handout material & meals for the weekend camp. Also included is a comprehensive survival kit packed with quality items & which is designed tested & made in WA for our Australian outback conditions.

soil conservation course - level 1

This is a half-day course for CALM & contractor personnel.

Participants will be taught how soil damage occurs & the factors that contribute to its severity. Basic work practices to avoid & rehabilitate soil damage & erosion will be presented. Courses will be held at District centres & include a field demonstration component.

Contact: Roger Armstrong
Bunbury

Venue: As required

Date: As required

courses in health & safety

CALMSafe *

This course is designed to provide participants with the skills & knowledge to actively participate in the Departments Occupational Safety & Health programs & to assume responsibility for the safety & health of both their workmates, as well as themselves.

Expected Outcomes:

Upon satisfactory completion of this module, the participant will be able to:

- Deal with physical hazards encountered in the workplace using appropriate manual handling techniques & aids.
- Describe the agency's occupational health & safety provisions & structures in the workplace.
- Describe procedures for dealing with OH&S issues.

Format

This course runs for two days.

Methodology:

This course is based on:

- Face to face talk/lecture.
- Group work & syndicate exercises
- Theory & model demonstrations
- Practical demonstration

Key Subject Areas:

The following topics are addressed in this course:

- Occupational health & safety provisions & structures in the workplace.

- Procedures for dealing with OH&S issues.
- Physical hazards encountered in the workplace & manual handling techniques.

Who Should Attend:

Any staff member who wishes to understand more about Occupational Safety & Health in the workplace may attend this course. It is an ideal module for those starting in the workforce, & for those with limited levels supervisory responsibilities.

Facilitator:

Richard McAlinden - Consultant Occupational Safety & Health. Richard can be contacted on mobile telephone 0428 334 396 or e-mail richardmc@calm.wa.gov.au

Dates:

No dates have been scheduled for this course. Expressions of interest from those wishing to attend this course will be when dates are finalised.

Cost:

To be advised.

health & fitness *

The one-day course contains personal fitness, effective exercise programs, effect of alcohol, smoking & environmental stress & identifying a healthy lifestyle.

Contact: Linda Gilbert
Kensington

Venue: Districts/Regions

Date: As required

first aid training *

A basic first aid course for all personnel. Minimum number of 8.

Contact: Alicia Taylor
Kensington

Venue: As required

Date: As required

occupational safety & health management

The purpose of this course is to provide the participant with the knowledge & skills to co-ordinate occupational safety & health matters & to develop occupational safety & health programs.

Expected Outcomes:

- Evaluate the organisation's compliance with occupational health & safety legislation.
- Develop a workplace occupational health & safety program.
- Develop occupational health & safety procedures for the workplace.

Format

This course is likely to run for a total of 3 days.

Methodology:

The delivery of this module will incorporate a range of instructional strategies, using on the job examples as appropriate & include a range of activities

Key Subject Areas:

The following subject areas will be addressed:

- the planning process
- human resource planning
- legislation
- equal employment opportunity
- occupational safety & health courses including risk assessment & control
- rehabilitation

- grievance & appeal process

Who Should Attend:

This course is designed for managers & those with overall responsibility for occupational safety & health with in the work area.

Facilitator:

Richard McAlinden - Consultant Occupational Safety & Health.
Richard can be contacted on mobile telephone 0428 334 396 or e-mail richardmc@calm.wa.gov.au

Dates:

No dates have been scheduled for this course. Expressions of interest from those wishing to attend this course will when dates are finalised.

Cost:

To be advised.

visitor risk management *

The purpose of this training module is to provide the participant with the necessary knowledge & skills to "honour the Department's Visitor Risk Management duty of care through the implementation of the Departments' policy & procedures in accordance with legislation.

Expected Outcomes:

Upon completion of this course, participants will be able to:

- Demonstrate a sound understanding of the Departments Visitor Risk Management Policy, including the objectives & strategies.
- Identify the responsibilities of the Department to meet requirements of statutory legislation, "duty of care" & moral obligations relating to Visitor Risk Management.

visitor risk management cont.*

- Describe the components of the Departments Visitor Risk Management system particularly hazard identification & control measures, & response to an incident.

Format

2.5 day training course
In course theory assessment
Post Course Practical Assignment
– conduct a Risk Assessment in home District

Methodology

The delivery of this course should incorporate a range of teaching strategies; using examples relevant to the organisation, & where appropriate include as many activities as possible/appropriate.

Strategies may include:

- Lecture presentations
- Audio visuals
- Group work
- Brainstorming sessions
- On-site training & experiential learning

Key Subject Areas

- Why manage visitor risks
- CALM's VRM Policy
- Occupiers Liability Act
- Duty of care
- VRM hazard management process
- Incident response.

Who should Attend?

Any staff member who is co-ordinating or supervising the supply of visitor services to members of the public. Participants are required to have the endorsement of their managers & will be expected to work with the local staff member responsible for 'Visitor Risk Management' in their work area.

Facilitator

Risk Management Section

Dates

There are no dates currently scheduled for this course. To express an interest please contact Risk Management Section on 9334 0396.

Cost

TBA

module 3.01 occupational safety & health

The purpose of this course is to provide the participant with the skills & knowledge to apply occupational safety & health work practices, identify the components of a workplace safety & health program & to conduct a workplace safety audit.

Expected Outcomes:

Upon satisfactory completion of this course, the participant will be able to:

- Identify the responsibilities of employers, supervisors, employees & volunteers to ensure that work practices meet the requirements of OH&S legislation, Australian Standards & Codes of Practice.
- Identify & explain the roles of workplace OH&S consultative structures & describe OH&S dispute resolution procedures within the agency.
- Describe the components of a workplace health & safety management course, including methods of hazard control, & the role of standard operating procedures, training &

module 3.01 occupational safety & health cont.

supervision in ensuring safe working practices.

- Conduct an OH&S hazard audit.
- Demonstrate effective accident investigation procedures.

Format

It is envisaged that this course will take 2 days.

Methodology:

This course will be based on:

- Face to face talk/lecture.
- Group work & syndicate exercises
- Theory & model demonstrations
- Practical demonstration

Key Subject Areas:

The following topics will be addressed:

- a supervisor's legal responsibilities for health & safety
- OH&S consultative structures in the workplace & dispute resolution procedures
- managing OH&S responsibilities by identifying, assessing & controlling hazards, by training, by the use of standard operating procedures & by appropriate supervision of the work
- workplace hazard audits
- Accident investigation proformas.

Who Should Attend:

This course will be suited for staff members with responsibility for supervision of a number of reporting individuals or work groups, & for those staff members with responsibility as Occupational Safety & Health Team leaders.

Facilitator:

Richard McAlinden - Consultant Occupational Safety & Health. Richard can be contacted on mobile telephone 0428 334 396 or e-mail: richardmc@calm.wa.gov.au

Dates:

No dates have been scheduled for this course. Expressions of interest from those wishing to attend this course will when dates are finalised.

Cost:

To be advised.

occupational health & safety representatives:

5 day training for elected health & safety representatives provided by external organisations, such as IFAP, TLC.

Contact: Alicia Taylor
Kensington

Venue: Various

Date: Various

Cost: \$595

pesticides application & safety course

All Departmental staff dealing with pesticides will receive instruction in the uses, application methods & safety aspects.

Minimum number of 10.

Contact: Alicia Taylor
Kensington

Venue: As Required

Date: As Required

Cost: \$150 per person

1080 authorisation - risk assessment & approval

This course will allow Departmental personnel to be authorised to undertake risk assessments and to approve the use and possession by others of registered 1080 pesticides. Successful completion

1080 authorisation - risk assessment & approval cont.

of this course is a requirement for authorisation to undertake risk assessments and authorise use and possession of 1080 pesticides. As a prerequisite for this course, attendees must have successfully completed the 1080 Authorisation – Use and Possession course.

Expected Outcomes:

- Demonstrated competency in Risk assessment procedures & process
- Authorisation as & agency officer to authorise others to use & possess 1080 pesticides

Format

A half day training course. It is usual to undertake this course at the same time as the 1080 Authorisation – Use & Possession course.

Methodology:

This course is based on a series of lectures addressing the legal requirements for risk assessment & approval. Participants will undertake a number of practical exercises in risk assessment & approval to attain competency.

Key Subject Areas:

Legal requirements for risk assessment & approval
The process for risk assessment & approval.

Who Should Attend:

All Departmental personnel that are required to undertake risk assessments of 1080 baiting proposals & authorise the applicant to use & possess a 1080 pesticide. In most instances this will be the responsibility of the District Nature Conservation Officer.

Facilitator:

Roger Armstrong

Dates:

As required

Cost:

\$50.00
inclusive with the cost of the 1080 Authorisation - Use & Possession course

1080 authorisation - use & possession

This course will provide information to allow Departmental personnel to be authorised to use & possess registered 1080 pesticides. Successful completion of this course is a pre-requisite for authorisation to use & possess 1080 pesticides.

Expected Outcomes:

- Demonstrated competency in the safe use of 1080 pesticides
- Demonstrated competency in the legal, policy & administrative requirements of using 1080
- Authorisation as & agency officer to use & possess 1080 pesticides

Format

2 day training course

Methodology:

This course is based on a series of lectures addressing the legal requirements to use 1080 pesticides, the safe & effective use of 1080 pesticides & the administrative requirements for using 1080 pesticides. Work place assessments can be undertaken (by arrangement) to authorise participants for the use of particular 1080 pesticide products.

1080 authorisation - use & possession cont.

Key Subject Areas:

Legal requirements for the use & possession of 1080

The safe use of 1080 including first aid practices

The strategies to be utilised to minimise the risk posed to non-target species when using 1080 pesticides.

Departmental policy & procedures to be applied when using 1080 pesticides.

Who Should Attend:

All Departmental personnel that are required to use &/or possess 1080 pesticides as part of their work.

This includes people using 1080 pesticides for feral animal control, people using 1080 as part of research projects & people who handle or transport 1080 pesticides. Departmental personnel that are responsible for pest animal control operations but may not actually use 1080 pesticides should also attend.

Facilitator:

Roger Armstrong

Dates:

As required

Cost:

\$50.00

health & fitness leaders (annual review)

A 6 monthly review & training course for Peer Support Team Members.

Contact: Linda Gilbert or Alicia Taylor at Kensington

Venue: Bunbury

Date: March & September

health & fitness leaders

Individuals who have a strong interest in health & fitness, who would like to become advocates for health & fitness in their workplace are invited to nominate for 2.5 day course. Non-smokers only. This course covers health issues & resources available, fitness leadership & personal exercise plans.

Contact: Linda Gilbert
Kensington

Venue: Perth

Date: July

Annual training for Health & Fitness Leaders

Contact: Linda Gilbert

Venue: Bunbury

Date: September

courses in marine qualifications

open water diver **

This course is intended for Departmental personnel who are required to use compressed air in underwater operations.

Participants must have a current medical clearance & provide their own diving equipment including scuba.

Expected Outcomes:

Participants will be able to conduct safe in water activities using compressed air & be qualified to an international standard following internationally endorsed competency standards.

Format

This is a 5 day course with 50% of the time spent covering theory, the remaining time is spent in either an aquatic centre or open water.

Methodology:

This course emphasises safe diving practices in all facets of basic dive training. Including scuba hardware, diving physics, environmental factors & emergency response.

Key Subject Areas:

Watermanship Assessment, Buoyancy, Absolute Pressures, Equalisation, Diving Equipment, Environmental Factors, Beach & Boat Diving, Emergency Responses, Compressed Air Diving Activities.

Who Should Attend:

Departmental personnel who will be required to undertake compressed air activities at depth.

Facilitator:

Alan Byrne, Co-ordinator
Organisational Learning & Development, Training Centre,
Dwellingup, Phone 95381200, Fax 95381244.

Dates:

As required.

Cost:

N/A

rescue diver **

This course is intended for all Departmental personnel involved in under water operations using compressed air, or those likely to be involved in diver rescue in coastal areas. Pre requisites for this course are to have a current first aid certificate listed on the Departments diver registration & have current medical clearance.

Expected Outcomes:

On completion of this course participants will be able to render assistance to others in a range of diving maladies. Divers will also be able to provide breathing assistance with oxygen assisted CPR.

Format

This is a 4 day course with 1.5 days dedicated to theory & the remainder spent with in-water activities.

rescue diver cont.**

Methodology:

This course emphasizes role playing scenarios that include a wide range of diving maladies from tired diver to the management of unconscious divers at depth.

Key Subject Areas:

Oxygen administration during CPR.
Tired diver. Panicked diver.
Unconscious on the surface/below surface diver. Out of air situations.
Cramped diver. Injured diver.
Entangled diver.

Who Should Attend:

Certified open water divers who are required to operate as Category B divers on the Departments dive register.

Facilitator:

Alan Byrne, Co-ordinator
Organisational Learning :&
Development, Training Centre,
Dwellingup. Phone 95381200 Fax
95381244.

Dates:

As required.

Cost:

N/A

coxswain's certificate of proficiency**

This course is designed for a Master of a vessel less than 10m in length for inshore operations within 15 nautical miles.

Expected Outcomes:

Participants will be able to master a Departments vessel in accordance with international maritime guidelines.

Format

Completion of an eye test, 360 days recreational sea service supported by an independent statutory declaration or 260 days commercial sea service logged in a sea service booklet & signed by the skipper or owner of the vessel.
Completion of the marine operators certificate, completion of elements of shipboard safety & completion of senior first aid course.

Methodology:

This course is available via external study mode at the Maritime Campus, Challenger TAFE Fremantle.

Key Subject Areas:

Marine Radio Operations,
Shipboard safety, Nautical knowledge, Marine Engineers & Senior First Aid.

Who Should Attend:

All Departmental officers who are required to operate vessels less than 10m in length at a range of no greater than 15 nautical miles from safe port.

Facilitator:

Alan Byrne, Co-ordinator
Organisational Learning &
Development, CALM Training
Centre, Dwellingup Phone
95381200, Fax 95381244.

Dates:

As required.

Cost:

N/A.

small craft safety **

The aim of this course is to teach the skills & knowledge to operate small vessels, less than 8m, safely & efficiently on closed & open waters not exceeding 5 nautical miles off shore.

Expected Outcomes:

The Small Boats Institute is an approved training centre for the AYF accredited "Small Craft Safety Course" (TL-3). The instructors are considerate of the nervous enthusiasm of the novice although many experienced "boaties" also attend the course. The participant emphasis for this Course focuses on basic boating skills & safety initiatives.

Format

3 day course covers the theory of safe boating operations, with emphasis on practical boat handling operations.

Methodology:

Participants will be given every opportunity to demonstrate safe boating activities under the supervision of qualified instructors. The course covers all the competencies of the internationally endorsed TL-3 course.

Key Subject Areas:

- Skippers responsibilities
- Rules & regulations
- Safety Equipment
- Navigation (basic)
- Weather (boating information)
- Structure & Maintenance
- Radio (Log On/Log Off)
- Boat handling Skills (Practical)

Who Should Attend:

All Departmental personnel who are required to operate small craft in closed/open waters.

Facilitator:

Alan Byrne, Co-ordinator
Organisational Learning &
Development, CALM Training
Centre, Dwellingup Phone
95381200 Fax 953812344.

Dates:

As required.

Cost:

N/A.

courses in sustainable forest management

coupe demarcation - 1/2 day *

This course involves the work required to determine & demarcate in the field all the necessary boundaries in a typical native forest harvesting coupe.

Expected Outcomes:

- Realise the role & responsibilities of Field staff & Contractor staff
- Analyse maps & plans
- Outline main features of a Timber Harvesting Plan
- Prepare a coupe for harvesting (without treemarking)
- Identify different field demarcations

Format:

1/2 day theory presentation with a field visit for practical application.

Methodology:

Theory & practical exercises followed by a Workplace Assessment when considered competent.

Key Subject Areas:

- Contractor Coupe Management
- Maps
- Harvesting Plans – Coupe Plans
- Reserve Systems & boundaries
- Signs, markings & colour codes

Who Should Attend:

Contractor personnel who are demarcate harvesting coupes.

Contractor personnel with a supervisors role.

Field staff who manage harvesting operations.

Facilitators:

Bill Towie – Industry Safety & Training (FPC)

Email - billt@fpc.wa.gov.au

Phone: -(08) 9535 9477

Fax: - (08) 9535 9433

Mobile: -0427 447 510

Dates:

As required.

Costs:

No costs. It is a condition of Contract.

log grading

The work involved in the evaluation of hardwood logs & their grading & marking for segregation to achieve their best end use.

Expected Outcomes:

- Identify requirements for log usage & grade
- Prepare to evaluate log
- Determine log grade or potential grade
- Measure & record logs

Format:

1/2 day theory presentation with a field visit for practical application.

Methodology:

Theory & practical exercises followed by a Workplace Assessment when considered competent.

log grading cont.

Key Subject Areas:

- Common faults or features
- Millable wood
- Sawlog Specifications
- Log Products
- Treatment or cutting rules
- Log Arbitration/disputes
- Log Segregation

Who Should Attend:

Contractor personnel who grade logs.
Contractor personnel with a supervisors role.
Field staff who manage harvesting operations.

Facilitators:

Bill Towie – Industry Safety & Training (FPC)

Email - billt@fpc.wa.gov.au
Phone: - (08) 9535 9477
Fax: - (08) 9535 9433
Mobile: - 0427 447 510

Dates:

As required,

COSTS:

No costs. It is a condition of Contract.

coupe certification - ½ day *

The work or role involving Inspections & Certification of a Native Forests Harvesting Coupe.

Expected Outcomes:

- Record certification & harvesting progress on FPC104.
- Practices In forest treatment rules on landings & in bush.
- Maximises utilisation
- Protects crop trees & habitats
- Conducts rehabilitation to snig tracks & landings
- Remove pollutants
- Segregates & grades logs

Format:

1/2 day theory presentation with a field visit for practical application.

Methodology:

Theory & practical exercises followed by a Workplace Assessment when considered competent.

Key Subject Areas:

- Sawmilling compared to harvesting
- Roles of FPC Contractors
- Utilisation
- Safety
- Environment
- Silviculture
- Rooding
- Administration

Who Should Attend:

Contractor personnel who are required to set up harvesting coupes.
Contractor personnel with a supervisors role.
Field staff who manage harvesting operations.

Facilitators:

Bill Towie – Industry Safety & Training (FPC)

Email - billt@fpc.wa.gov.au
Phone: (08) 9535 9477
Fax: - (08) 9535 9433
Mobile: -0427 447 510

Dates:

As required.

Costs:

No costs. It is a condition of Contract.

logging operation information systems LOIS - 1 day

To provide relevant staff with one to one coaching & assistance with general use of LOIS & problem solving.

Contact: Merrilyn Kearney FPC
Bunbury

Venue: As required

Date: As required

logging operation information systems LOIS - 2½ days *

To provide relevant staff with the necessary skills & knowledge to operate & use LOIS. The course covers: use of the 709 form, contracts, delivery notes, enquiry screens, solving error messages, reports, TWR & MPCs.

Successful participants will be eligible for a personal LOIS security password.

Contact: Merrilyn Kearney FPC Bunbury.

Venue: As required

Date: As required

level one (basic) faller course*

The work involved in the preparation, planning & the manual felling of trees. A tree is a tree when it is greater than 10cm diameter at stump height

- Trees fallen will have the following characteristics:
 - Diameter not more than 50 centimetres at position of cut (stump height)
 - Height not more than 20 metres
 - Species & growth conditions not prone to twisting or splitting
 - Sound wood conditions in barrel
 - Single leader
 - Lean weight distribution consistent with falling direction
- Conditions in which falling will be undertaken include:
 - Minimal canopy affecting free fall
 - Ground slope not excessive
 - Wind not significantly affecting falling characteristics
 - Absence of ground growth or fallen trees preventing complete fall
 - Absence of stags & hazardous ground features in falling radius
 - Clear falling or sparse tree density

- Absence of ground growth or fallen trees preventing free movement around tree stump

- Techniques/Methods – fan, sectional & straps

Expected Outcomes:

Upon satisfactory completion of assessment participants will be able to:

- Outline the Occupational Health & Safety Regulations & policies for tree-felling.
- Demonstrate safe working practices associated with the use of chainsaws.
- Outline the procedure for assessing tree conditions & surroundings for the purpose of tree-felling.
- Describe & perform the correct procedures for falling trees – using fan, sectional & strap cuts where appropriate.
- Describe & perform trim & cross cut procedures.

This course is accredited by the Training Accreditation Council & meets the strict requirements of all relevant Australian Standards, National Competency Standards & Timber Industry codes.

Format:

Theory presentation, demonstrations, controlled learning, practice & assessment. 3 days.

Methodology:

The 3 hour theory presentation is followed by demonstrations by trainers in the field. This is a practical based course where participants are very closely coached by trainers on a one to one basis. Assessments are completed through questions, observations & demonstrations.

level one (basic) faller course* - 3 days cont.

Key Subject Areas:

Occupational Health & Safety
Safe working Practices
Tree assessment
Techniques to fall trees
Trim & cross cut logs

Who Should Attend:

Anyone that is required to fall trees. Participants need to be physically fit & capable of performing heavy manual tasks & must have Chainsaw Operator qualifications as a prerequisite.

Facilitators:

Training & assessment conducted by Chainsaw & Felling Service (CAFS) group.

Contact CAFS Manager – Bill Towie

Email - billt@fpc.wa.gov.au

Phone: (08) 9535 9477

Fax: - (08) 9535 9433

Mobile: -0427 447 510

Dates:

As required.

Costs:

FPC \$220/person (Cover costs of equipment & consumables).

CALM \$575/person

OTHER \$725/person

Note: Costs are GST inclusive & are calculated for Forest Areas of the South-West. Requests outside this general area would attract additional costs to cover travel.

level two (intermediate) faller course*

The work involved in the preparation, planning & the manual falling of trees. A tree is a tree when it is greater than 10cm diameter at stump height.

- Trees of any species fallen will have the following characteristics:

- Diameter not more than 100 centimetres at position of cut (stump height)
- Height not more than 40 metres
- Sound wood conditions in barrel
- Single leader
- Lean weight distribution which can be adapted to falling direction with the use of wedges &/or control with hinge-wood

- Falling may require the use of multiple back cuts
- Conditions in which falling will be undertaken include:
 - Ground slope not more than 15 degrees
 - Moderate wind speed
 - Absence of ground growth or fallen trees preventing complete fall
 - Absence of stags & hazardous ground features within 45 degrees of planned line of fall

Expected Outcomes:

Upon satisfactory completion of assessment participants will be able to:

- Outline the Occupational Health & Safety Regulations & policies for tree-felling.
- Demonstrate safe working practices associated with the use of chainsaws.
- Outline the procedure for assessing tree conditions & surroundings for the purpose of tree-felling.
- Describe & perform the correct procedures for falling trees – using fan, sectional & strap cuts where appropriate.
- Describe & perform trim & cross cut procedures.

This course is accredited by the Training Accreditation Council & meets the strict requirements of all relevant Australian Standards, National

level two (intermediate) faller course cont.*

Competency Standards & Timber Industry Codes.

Format:

Theory presentation, demonstrations, controlled learning, practice & assessment. 4 days.

Methodology:

The 3 hour theory presentation is followed by demonstrations by trainers in the field. This is a practical based course where participants are very closely coached by trainers on a one to one basis. Assessments are completed through questions, observations & demonstrations.

Key Subject Areas:

Occupational Health & Safety
Safe working Practices
Tree assessment
Techniques to fall trees
Trim & cross cut logs

Who Should Attend:

Anyone that is required to fall trees. Participants need to be physically fit & capable of performing heavy manual tasks & must have Chainsaw Operator qualifications as a prerequisite. Preferably also Basic Fallers certificate/ticket however this is not essential as participants can move from Chainsaw straight to Intermediate level.

Facilitators:

Training & assessment conducted by Chainsaw & Felling Service (CAFS) group.

Contact CAFS Manager – Bill Towie

Email - billt@fpc.wa.gov.au

Phone: (08) 9535 9477

Fax: - (08) 9535 9433

Mobile: 0427 447 510

Dates:

As required.

Costs:

FPC \$275/person (Cover costs of equipment & consumables).
CALM \$750/person
OTHER \$975/person

Note: Costs are GST inclusive & are calculated for Forest Areas of the South-West. Requests outside this general area would attract additional costs to cover travel.

level three (advanced) faller course *

The work involved in the preparation, planning & the manual falling of trees. A tree is a tree when it is greater than 10cm diameter at stump height.

- Trees of any size & condition which can be safely fallen (including multi-legged, hollow butts, double leaders, 2.2 Bar length, heavy leaning trees).
- Falling may require the use of multiple back cuts & or boring techniques.
 - Falling will be undertaken in all conditions for which it is safe including slopes up to the maximum allowed by relevant regulations.

Expected Outcomes:

- Upon satisfactory completion of assessment participants will be able to:
- Outline the Occupational Health & Safety Regulations & policies for tree-felling.
 - Demonstrate safe working practices associated with the use of chainsaws.

level three (advanced) faller course cont.*

- Outline the procedure for assessing tree conditions & surroundings for the purpose of tree-felling.
- Describe & perform the correct procedures for falling trees – using fan, sectional & strap cuts where appropriate.
- Describe & perform trim & cross cut procedures.

This course is accredited by the Training Accreditation Council & meets the strict requirements of all relevant Australian Standards, National Competency Standards & Timber Industry Codes.

Format:

Theory presentation, demonstrations, controlled learning, practice & assessment. 4 days.

Methodology:

The 3 hour theory presentation is followed by demonstrations by trainers in the field. This is a practical based course where participants are very closely coached by trainers on a one to one basis. Assessments are completed through questions, observations & demonstrations.

Key Subject Areas:

Occupational Health & Safety
Safe working Practices
Tree assessment
Techniques to fall trees
Trim & cross cut logs

Who Should Attend:

Anyone that is required to fall trees. Participants need to be physically fit & capable of performing heavy manual tasks & must have Chainsaw Operator qualifications & Intermediate level Fallers certificate/ticket.

Facilitators:

Training & assessment conducted by Chainsaw & Felling Service (CAFS) group.

Contact CAFS Manager – Bill Towie

Email - billt@fpc.wa.gov.au

Phone: (08) 9535 9477

Fax: - (08) 9535 9433

Mobile: 0427 447 510

Dates:

As required.

Costs:

FPC \$275/person (Cover costs of equipment & consumables).

CALM \$775/person

OTHER \$975/person

Note: Costs are GST inclusive & are calculated for Forest Areas of the South-West. Requests outside this general area would attract additional costs to cover travel.

safety certificate course management & supervisors

3 day course customised for SFRBU unit staff. Covers 6 modules including:

- Safety & Health Regulations.
- Identification & control of hazards in the workplace.
- Prevention of manual handling injuries.
- Plant, machinery & equipment
- Accident investigation.
- Managing Safety.

Contact: William Towie

Venue: As required

Date: As required

timber drying course *

This course is designed to cover all aspects of timber drying, from the care of timber in log form, through the drying of timber under controlled conditions, to the care of dried timber. The course is presented as 19 units, plus related practical exercises & field

timber drying course cont. *

visits & is run 1 day per week over 7 week period. Course participants are assessed by a 1/2 hour written test each morning & a take home assignment each week.

Contact: Manager Timber Technology
Ph: 9729 1913 or TAFE HARVEY Ph: 9729 1403 to register.

softwood tree-marking *

A 2 day course to provide all Departmental staff & selected AWU employees with the necessary knowledge & skills to carry out tree marking.

Venue: FPC Timber Technology - Harvey

Date: As required

Cost: Approx. \$220

Contact: Ron Newman
Busselton

Bryan Doust - Bunbury

Venue: Districts

Date: April/May

hardwood silviculture

On-the-job training covering silviculture specifications & includes training in visual resource management.

Contact: Alan Seymour

Venue: Districts

Date: As requested

plantation group courses

plantation establishment

This course is run by the Forest Products Commission for people who have recently joined the Plantation Operations Branch or who have an interest in plantation silviculture. The Course focuses on all facets of plantation establishment, including: site selection, site preparation, weed management, planting, pest management, contract management & planning. The course combines both theoretical & practical learning.

Expected Outcomes:

The course should provide participants with:

- An understanding of the necessities of plantation establishment procedures.
- Basic skills in silvicultural procedures.
- Basic soil description skills.
- Understanding of contract development & supervision.
- Ability to prepare a management plan (successful completion of the course is dependant on the preparation, in the participants own time, of a Plantation Management Plan)

Format:

4½ day live-in course, 1 day of which is a field day

Methodology:

This course is based on presentations by experienced staff. Sessions are interspersed with practical exercises.

Key Subject Areas:

- Planning
- Site evaluation
- Site & soil preparation
- Contract Management
- Weed management
- Pest management
- Farm forestry

Who Should Attend:

All Departmental staff working or anticipating work within Plantation Operations must complete the course. This course is open to people from the private plantation industry & contractors.

Facilitator:

To express an interest, contact:

Ray Fremlin: 97521677

0408 944 760

Email: rayf@fpc.wa.gov.au.

Dates:

No set dates are scheduled. A course will be run when sufficient interest is shown. Courses are usually run in either April or October.

Cost: the course is free to all Departmental staff. Participants must cover their own accommodation costs. The cost to private participants is \$400 + accommodation.

Participation in the course must be endorsed by the line manager.

further courses

The Plantations Group has developed the following training courses:

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

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

- Contractors & operators
- All Departmental personnel aspiring to join the plantations group
- Field assistants & assistant area coordinators
- Area coordinators
- Scheme managers
- Senior management
- External agencies

Contact: Ray Fremlin
Bunbury

Venue: TBA

Date: TBA

courses in fire management

incident control system *

This course provides participants with working knowledge about the Incident Control System (ICS) as used by the Department and other emergency response organisations within the state. The module covers the philosophy, structure and processes of the system.

Expected Outcomes:

On successful completion of this course, participants will be able to:

- Describe the functions Command, Control and Coordination applied at a range of incidents.
- Describe the philosophy and process for establishing incident control for a range of incidents.
- Define the functions, roles and responsibilities within the ICS
- Identify a process for the development of an incident control plan which includes objectives, strategies and tasking
- Explain and apply the process of delegating subordinate functions within the ICS
- Identify the incidents Communications plan
- Identify the functions of and describe the implementation of the relevant state disaster plans as they relate to incidents managed by the Department

Format:

A 2.5 day course

Methodology:

This course is based on presentation, case study and group activity. Activities provide participants with an opportunity

to develop skills in practical application of the knowledge provided.

Key Subject Areas:

The course consists of module 4.04 Incident Control System. It provides full knowledge of the ICS used by this Department and other interacting agencies. It also identifies appropriate liaison arrangements. Implementation of relevant State Emergency Plans and associated legislation relating to incident management is also covered.

Module 4.04 is nationally accredited. Module specifications are based upon and complement the Australian Fire Agencies Competency Standards 1994 level 4.

Who Should Attend:

Any personnel who may be required to manage or participate in the management or support of emergency operations. This applies to all types of emergencies which may be encountered by personnel working for this Department, not just fire.

Facilitator:

Ross Mead, Fire Management Services, Kensington.

Locations and Dates:

To be announced. Usually run at District or Regional location.

Cost:

Fire Management Services will cover costs of facilitation, training material development and supply. Districts and Regions to cover participants costs.

operational management *

The purpose of this course is to provide the participant with the knowledge and skills to be able to manage the operational aspects of an incident.

Expected Outcomes:

Upon satisfactory completion of this course, participants will be able to:

- Describe the process of appreciation of an incident, and, for a given scenario, establish objectives for its control.
- Describe and demonstrate the process for developing an operational control structure at a range of incidents.
- Explain the process for developing the objectives, strategies and tactics to meet the operational management requirements and, for a given incident, apply this process and select the most appropriate and cost effective strategy.
- Describe the process for communicating an objective and strategies to operational personnel, management and external stakeholders and apply these procedures to a given scenario.
- Describe and demonstrate the supervision of operational personnel at a range of incidents.
- Describe and demonstrate the establishing and maintaining of an operational communications system and network.
- Describe and demonstrate the process for reviewing the allocation of resources at a range of incidents.
- Describe and demonstrate the procedures for changeovers and transfer of control at a range of incidents.
- Describe and demonstrate incident record management at a range of incidents.

- Describe and demonstrate the securing of an incident site and the redeployment of resources.

Format:

5 day course

Methodology:

This course is based on theoretical presentation, practical demonstration and exercises.

Key Subject Areas:

The course consists of Module 4.03 – which covers.

- agency policy
- agency standards for incident analysis, reporting and documentation
- communication procedures
- formulating control objectives and strategies
- resource capability
- management of subordinate personnel.

Module 4.03 of the Diploma of Firefighting Management is nationally accredited. The module specifications are based on and complement the Australian Fire Agencies Competency Standards 1994 Level 4.

Who Should Attend:

Persons wanting to perform the Operations Officer role at Level 2 or 3 incidents.

Facilitator:

David Rawet, Fire Management Services, Bunbury.

Locations and Dates:

May 20th to 24th at Geographe Bayview Resort Busselton.

operational management cont.*

Cost:

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

logistics management *

The purpose of this course is to provide the participant with the knowledge and skills to manage the logistical arrangements at an incident.

Expected Outcomes:

Upon satisfactory completion of this course, participants will be able to:

- Identify the role and describe the functions and management structure of the logistics section.
- Describe the interaction of the logistics section with other management sections, external organisations and suppliers at an incident.
- Describe and demonstrate the establishment of a logistics section at an incident.
- Describe and demonstrate, for a given scenario, the management of a logistics section.
- Manage, for a given scenario, the development of plans for the implementation of logistics functions.
- Describe and demonstrate, for a given scenario, the procedures for the changeover and demobilisation of the logistics section.

Format:

5 day course

Methodology:

This course is based on theoretical presentation, practical demonstration and exercises.

Key Subject Areas:

The course consists of Module 5.03 – which covers.

- the logistics function
- structure of the logistics section
- interaction with other incident control section and external organisations
- establishment of logistics
- management of subordinate functions
 - ◇ welfare
 - ◇ procurement and delivery of materials and supplies
 - ◇ facilities
 - ◇ financial arrangements
 - ◇ communications systems
- development of plans for logistics
- assessment and prediction of logistical requirements
- changeover and demobilisation

Module 5.03 of the Advanced Diploma of Fire Management is nationally accredited. The module specifications are based on and complement the Australian Fire Agencies Competency Standards 1994 Level 5.

Who Should Attend:

Personnel wanting to perform the Logistics Officer role at Level 2 or 3 incidents.

Facilitator:

David Rawet, Fire Management Services, Bunbury.

Locations and Dates:

July 29th to August 2nd Mandurah Quay Resort, Mandurah

Cost:

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

resources unit manager*

The purpose of this course is to provide the participant with the knowledge and skills to manage the information requirements of resources allocated to an incident, including identification and deployment of resources.

Expected Outcomes:

Upon satisfactory completion of this course, participants will be able to:

- Identify the role and describe the functions of the resources unit and its position in the incident control system structure.
- Describe interactions of the resources unit with other parts of the incident control system and external organisations.
- Describe the staffing, materials and workspace requirements of the resources unit.
- Describe and demonstrate management of information inputs to the resources unit.
- Describe and demonstrate management of information outputs from the resources unit.
- Describe the changeover requirements and responsibilities of the resources unit manager.

Format:

3 day course

Methodology:

This course is based on theoretical presentation, practical demonstration and exercises.

Key Subject Areas:

- Relationship of the resources unit in incident control system.
- Interactions with other personnel
- Staffing, materials and workspace requirements
- Sources of resource data

- Systems for display of resource data
- Documentation required
- Information outputs
- Input to incident control plans
- Involvement in shift changeovers

Who Should Attend:

Personnel wishing to undertake the Resources Officer role at Level 2 and 3 incidents, and those aspiring to attend the Incident Planning course in the future.

Facilitator:

David Rawet, Fire Management Services, Bunbury.

Locations and Dates:

February 18th to 20th at Geographe Bayview Resort Busselton.

Cost:

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

situation unit manager*

The purpose of this course is to provide the participant with the knowledge and skills to be able to manage the situation information of an incident.

Expected Outcomes:

Upon satisfactory completion of this course, participants will be able to:

- Identify the role and describe the functions of the situation unit and its position in the incident control system structure.
- Describe interactions of the situation unit with other parts of the incident control system and external organisations.
- Describe the staffing, workspace requirements and specialist tools of the situation unit.

situation unit manager cont.*

- Describe and demonstrate the management of information inputs to the situation unit.
- Describe and demonstrate the management and production of information outputs from the situation unit.
- Describe the changeover requirements and responsibilities of the situation unit manager.

Format:

5 day course

Methodology:

This course is based on theoretical presentation, practical demonstration and exercises.

Key Subject Areas:

- Relationship of situation unit within the incident control system
- Staffing, work space & other requirements
- Weather forecasts & control implications
- Collection of data
- Incident analysis
- Prediction of incident situation
- Preparation of incident maps & displays
- Shift cycles & changeovers

Who Should Attend:

People wishing to undertake the Situation Officer role at Level 2 & 3 incidents & those aspiring to attend the Incident Planning course in the future.

Facilitator:

David Rawet, Fire Management Services, Bunbury.

Locations and Dates:

February 4th to 8th at Geographe Bayview Resort Busselton.

Cost:

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

incident planning *

The purpose of this course is to provide the participant with the knowledge and skills to manage the planning functions at an incident.

Expected Outcomes:

Upon satisfactory completion of this course, participants will be able to:

- Identify and evaluate data for a given scenario on incident status and possible incident development.
- Prepare written and visual summaries for a given scenario.
- Describe and demonstrate the procedures for preparing information display boards and supervise the presentation and maintenance of information.
- Conduct, for a given scenario, an incident analysis & develop a control objective, strategies & tactics for the incident.
- Detail & demonstrate the procedures for preparing incident control plans.
- Describe & for a given scenario, demonstrate the procedures for managing the safety & performance of all personnel.
- Determine priorities in the resourcing of a range of incidents.
- Detail and for a given scenario, demonstrate the procedures for managing changeovers & transfer of control.
- Describe the requirements & process for the conduct of an operational analysis.

Format: 5 day course

Incident planning cont.*

Methodology:

This course is based on theoretical presentation, practical demonstration & exercises.

Key Subject Areas:

The course consists of Module 5.02 – which covers.

- agency standards for incident
- control planning
- material & equipment
- staffing & managing subordinate functions
- use of technology in information collection
- debriefing skills
- advanced objective & strategy development (incident analysis)
- mapping techniques
- visual presentation techniques
- agency standards for reporting
- practical exercises
- advanced incident prediction
- standard operating procedures

Module 5.02 of the Advanced Diploma of Fire Management is nationally accredited. The module specifications are based on & complement the Australian Fire Agencies Competency Standards 1994 Level 5.

Who Should Attend:

District, Regional & Departmental Duty Officers, persons wanting to perform the Planning Officer role at Level 2 or 3 incidents.

Facilitator:

David Rawet, Fire Management Services, Bunbury.

Locations and Dates:

June 24th to 28th & September 23rd to 27th at Geopraphe Bayview Resort Busselton.

Cost:

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation & training material development.

sector commander course *

The purpose of this course is to provide experienced crew leaders with the skills & knowledge to manage a small incident, or to command a Sector on a larger incident. Expected course duration is 5 days

Contact: David Rawet
Bunbury

Venue: 1 Course each in Manjimup, Bunbury & Perth

Date: TBA

communications unit manager *

The purpose of this course is to provide the participant with the knowledge & skills to manage the communications systems to meet the needs of a Level 3 incident.

Expected Outcomes:

Upon satisfactory completion of this course, participants will be able to:

- Assess communication requirements of an incident.
- Given a specific scenario provide a briefing on communication systems options.
- Develop communication plans.
- Implement radio & telephone based communication systems plans.

Format:

2 day course

Methodology:

This course is based on theoretical presentation, practical demonstration and exercises.

communications unit manager cont.*

Key Subject Areas:

- Incident communication requirements
- Communication planning
- Radio based communication systems
- Telephone based systems
- Multi-agency communication issues

Who Should Attend:

People responsible for managing the communications of Level 2 & 3 incidents.

Facilitator:

David Rawet, Fire Management Services, Bunbury.

Locations and Dates:

February 21st to 22nd at Geographe Bayview Resort Busselton.

Cost:

Cost centres to cover participant travel & accommodation costs. Fire Management Services will cover the cost of presentation & training material development.

information services unit management *

The purpose of this course is to provide the participant with the knowledge & skills to manage the information needs of internal & external stakeholders.

Expected Outcomes:

Upon satisfactory completion of this course, participants will be able to:

- Evaluate the need for an Information Services Unit & the resources required.
- Identify sources of information relevant to the stakeholder groups.

- Identify stakeholders (internal to incident, media, communities, community groups).
- Develop communication objectives & strategies for the identified stakeholders.
- Implement & evaluate communication plans.

Format:

3 day course

Methodology:

This course is based on theoretical presentation, practical demonstration & exercises.

Key Subject Areas:

- Information management in ICS.
- Development of communication plans.
- Community participation & interaction.
- Working with the media.
- Evaluation of communications plans.

Who Should Attend:

People required to manage community & media information issues at incidents or events.

Facilitator:

Contact David Rawet, Fire Management Services, Bunbury.

Locations and Dates:

To be announced.

Cost:

Cost centres to cover participant travel & accommodation costs. Fire Management Services will cover the cost of presentation & training material development.

fireline construction with machines

From this course, participants will gain the knowledge & skills to construct fire line using machines at a fire.

Expected Outcomes:

Upon satisfactory completion of this course, participants will be able to:

- Describe the role of machinery in implementing fire suppression strategies.
- Describe the types of machinery suitable for fire line construction.
- Describe safety procedures & demonstrate maintenance & protective measures appropriate to the use of machinery at fires.
- Describe how machinery can be employed to construct fire line at a range of fires.
- Describe & demonstrate the selection or routes for fire line construction at a range of incidents.
- Demonstrate the construction of fire line at a range of fires.
- Describe & demonstrate the pushing of trees at a range of incidents.

Format:

2 day course consisting of 1 day theory, 1 day practical demonstration & assessment.

Methodology:

This course is based on theoretical presentation, practical demonstration & practical activities.

Key Subject Areas:

This course consists of Module 2.35 – Fire line Construction with Machines. The following topics are addressed – Fire control strategies employing machines, types of machines used, methods of using machines to construct fire line, rates of fire line construction, machine fuel consumption, fire line construction

standards, support & backup required by machines, safety & maintenance procedures & equipment required, fire line route selection & tree pushing.

Module 2.35 is nationally accredited. The module specifications are based on & complement the Australian Fire Agencies Competency Standards 1994 Level 2

Who Should Attend:

Machine operators likely to be involved with constructing fire line & other machine based fire management activities. These should include Departmental personnel & other local contractors likely to be used on a regular basis for fire management and suppression activities eg: timber industry, local council, local earthmoving contractors. Participants must be competent machine operators.

Facilitator:

District & Regional Fire Co-ordinators
Ross Mead, Fire Management Services, Kensington.

Locations and Dates:

As required at District or Regional locations.

Cost:

Fire Management Services will cover the cost of training material development. Districts & Regions to cover course & participants costs.

fire management within CALM *

The purpose is to provide participants with knowledge, skill & understanding of the systems, procedures, requirements & legal matters that the Departments Fire Management Services deals with & operates within.

fire management within CALM cont.*

Expected Outcomes:

Broad appreciation of the management requirements for fire in the preservation of biodiversity & the protection of life, property & community values.

Participants will be able to integrate fire management into their normal work duties.

Participants will be able to contribute to fire suppression activities as appropriate to their knowledge & skills.

Format:

5 day course

Methodology:

This course is based on theoretical presentation, practical demonstration and exercises.

Key Subject Areas:

- Fire legislation
- ICS management
- Prescribed burning
- Community participation
- New technology
- Health, fitness and duty of care
- Fire behaviour

Who Should Attend:

All people who have or may have involvement in fire management; in operations, planning, logistics or administration.

Facilitator:

David Rawet, Fire Management Services, Bunbury.

Locations and Dates:

September 9th to 13th in Albany (venue to be advised). A second course may be held in Busselton if sufficient nominations are received.

Cost:

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the of presentation and training material development

management support unit management*

The purpose of this course is to provide the participant with the knowledge & skills to manage the Management Support function at an incident.

Expected Outcomes:

Upon satisfactory completion of this course, participants will be able to:

- Evaluate Management Support requirements at an incident.
- Establish communications support for an incident.
- Establish administrative support for an incident.
- Maintain records during an incident & collate records at the cessation of an incident.

Format:

2 day course

Methodology:

This course is based on theoretical presentation, practical demonstration & exercises

Key Subject Areas:

- The function of Management Support within ICS
- Operation of communications systems
- Keeping of incident logs / diaries
- Establishment, maintenance and archiving of incident records
- Provision & maintenance of administrative services at incidents
- Management of personnel at dispersed work locations

management support unit management cont.*

Who Should Attend:

Personnel required to supervise radio & telephone operators & administrative staff at incidents.

Facilitator:

Contact David Rawet, Fire Management Services, Bunbury.

Locations and Dates:

To be advised.

Cost:

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation & training material development.

incident control *

The purpose of this course is to provide the participant with knowledge & skills relevant to controlling a large incident. Course duration is 5 days

Contact: David Rawet

Venue: Broadwater Hotel Kensington

Date: 24th - 28th September

basic fire fighter

This course provides participants with basic knowledge of fire behaviour & suppression techniques. It also covers personal safety & protection during fire management activities.

Expected Outcomes:

On successful completion of this course, participants will be able to:

- Explain & appropriate protective clothing, head, eye, ear & footwear for fire suppression & management operations
- Describe & demonstrate the types & method of operation of vehicle protection & safety equipment
- Describe heat induced illness including its prevention, symptoms

and treatment and describe survival techniques when trapped by fire

- Describe how materials burn
- Identify the 3 basic factors which affect fire behaviour and describe the general effects of each
- Describe the development of wildfires
- Demonstrate & describe the use of water, foam & other extinguishing agents in fire fighting
- Demonstrate & describe the use of firefighting equipment
- Describe the response to fire
- Demonstrate & explain basic fire suppression strategies & tactics
- Demonstrate & explain the risks & hazard of firefighting & the precautions to be taken
- Identify & demonstrate or describe, safety precautions to be taken when working in or around aircraft

Format:

2.5 – 3 day course

Methodology:

The course is based on theoretical presentation, practical demonstration, group work, practical drills and on the job training.

Key Subject Areas:

The course consists of three modules.

Module 1.07 - Personal Protection 1 which looks at protective clothing & equipment, survival techniques including personal protection & protection provided by vehicles & heat induced illness.

Module 1.12a – Wildfire Behaviour 1. This module focuses on fire science to explain how materials burn & those factors which affect fire behaviour.

Module 1.12b – Wildfire Suppression 1. The purpose of this module is to

basic fire fighter cont.

provide information & skills with extinguishing mediums, operation of various fire fighting equipment, response to fire, strategies, tactics & techniques for fire suppression, wildfire hazards & safe working practices around aircraft.

All 3 modules are nationally accredited. The module specifications are based upon & complement the Australian Fire Agencies Competency Standards 1994 Level 1.

Who Should Attend:

Requirement for all frontline fire fighters and staff to successfully complete this course prior to working on the fire line without immediate supervision.

Facilitator:

District & Regional Fire Coordinators.
Ross Mead, Fire Management Services, Kensington.

Locations and Dates:

As required at District or Regional locations.

Cost:

Fire Management Services will cover cost of training material development. Districts & Regions to cover course & participant costs.

ICS unit leader course *

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

Contact: David Rawet

Venue: TBA

Date: TBA

level 1 fire fighter

This course is designed to provide a basic understanding of fire behaviour, fire suppression techniques, personal protection & basic fire management principles. It contains the same modules as the Basic Fire Fighters course plus additional information & is primarily aimed at field staff new to fire management activities

Expected Outcomes:

In addition to those outcomes established in the Basic Fire Fighter Course, participants will be able to:

- Set up and use VHF radio systems that operate within the Department.
- Transmit & receive verbal radio communications.
- Record information
- Describe the Department's roles & responsibilities in fire management.
- Describe the organisation & rank structure within the Department including the Incident Control System used to manage emergency incidents.
- Identify & distinguish between urban & rural fire risks & hazards in the Department's area of responsibility
- Identify & describe relevant legislation & regulations & the Department's role in governing fire prevention.
- Describe the ignition mechanisms, protection measures & procedures regarding wildfire threats to buildings.
- Describe fire prevention & relocation activities that can be conducted around the home, workplace & community spaces.

Format:

5 day course.

level 1 fire fighter cont.

Methodology:

The course is based on theoretical presentation, practical demonstration, group work, practical drills & on the job training.

Key Subject Areas:

The course consists of the following modules:

Module 1.07 - Personal Protection 1 which looks at protective clothing & equipment, survival techniques including personal protection & protection provided by vehicles & heat induced illness.

Module 1.12a – Wildfire Behaviour 1. This module focuses on fire science to explain how materials burn & those factors which affect fire behaviour.

Module 1.12b – Wildfire Suppression 1. The purpose of this module is to provide information & skills with extinguishing mediums, operation of various fire fighting equipment, response to fire, strategies, tactics & techniques for fire suppression, wildfire hazards & safe working practices around aircraft.

Module 1.19 – Communication Systems (Part). This module provides the participant with knowledge & skills to set up & operate Departmental VHF radio communication equipment & to transmit & record verbal messages.

Module 1.22 – Fire Agency Awareness (Part) – The sections of this module studied provide information on the overall roles & responsibilities of the Department, its organisational structure & emergency management systems used.

Module 2.21 – Fire Prevention 1 looks at identifying urban & rural fire risks & hazards. It also identifies relevant

legislation & government requirements relevant to fire management. Module 2.21 also identifies ways to educate the community in fire prevention.

All modules are nationally accredited. The module specifications are based upon & compliment the Australian Fire Agencies Competency Standards 1994 Level 1 and 2.

Who Should Attend:

Recently employed field staff & those staff new to field fire management operations.

Facilitator:

District & Regional Fire Co-ordinators:
Ross Mead, Fire Management Services, Kensington.
Peter Hill, Dwellingup Training Centre.

Locations and Dates:

As required at District or Regional locations.
Dwellingup Training Centre –
November, 2002

Cost:

Fire Management Services will cover cost of training material development. Districts & Regions to cover course & participant costs.

level 2 fire fighter *

This course follows on from the Basic Fire Fighter or Level 1 Fire Fighter. It provides additional information on predicting fire behaviour & identifying & implementing appropriate fire suppression techniques.

level 2 fire fighter cont.*

Expected Outcomes:

On successful completion of this course, participants will be able to:

- Describe fuels & their characteristics & effects on fire behaviour.
- Identify & describe weather features & characteristics & their effects on fire behaviour.
- Identify & describe the effects of topography on fire behaviour.
- Describe indicators of extreme fire behaviour & the effects of ignition spacing.
- Identify a range of techniques for wildfire attack.
- Demonstrate & describe the techniques used for lighting a back burn & describe the importance of controlling a back burn.
- Describe & demonstrate the procedures to be followed when attacking & mopping up a wildfire.
- Identify & describe the precautions to be taken against the hazards of wildfire fighting.

Format:

4 day course.

Methodology:

The course is based on theoretical presentation, case study, group activities & practical demonstration. Activities provide participants with an opportunity to develop skills in practical application of the knowledge provided.

Key Subject Areas:

The course consists of 2 modules.

Module 2.28 – Wildfire Behaviour 2.
This module focuses on the characteristics of fire behaviour, fuels, weather factors, topographical features, prediction of fire danger & estimating on the fire ground.

Module 2.29 - Wildfire Suppression 2 provides information on techniques for wildfire attack, backburning, mop up & patrol, wildfire fighting hazards & leadership.

Both modules are nationally accredited. The module specifications are based upon & compliment the Australian Fire Agencies Competency Standards 1994 level 2.

Who Should Attend:

Crew leaders, future crew leaders & field staff with limited fire management knowledge who are expected to take on an active role in fire management & suppression. Participants must have successfully completed either the Basic Fire Fighter or Level 1 Fire Fighter prior to doing this course. Some prior experience in fire management & suppression would also be required.

Facilitator:

Ross Mead, Fire Management Services, Kensington.

Locations and Dates:

As required at District or Regional locations.

Cost:

Fire Management Services will cover costs of facilitation, training material development & supply. Districts & Regions to cover course & participant costs.

fire operations level 1

This course is designed to provide participants with the skills and knowledge to manage a small fire incident as "First Arriving Officer", or to command a Sector or Division in a large fire incident.

fire operations level 1

Expected Outcomes:

On successful completion of this course, participants will be able to:

- Establish incident communications
- Select resources for use at the fire
- Combat the fire
- Set up an appropriate control structure
- Establish & supervise operational procedures
- Conduct ancillary operations
- Provide accurate information & reports
- Demonstrate the practical application of hand crews, machines & aircraft at fires
- Apply a systematic approach to fire control, strategy development, resourcing & deployment
- Supervise crews machines & aircraft

Format:

A 5 day course

Methodology:

This course is based on presentation, case study, discussion & activity, drawing heavily on the experience of the participants & presenters.

Activities will provide opportunity for development of skills in strategic thinking & in the use of various fire suppression models & guides.

Key Subject Areas:

The course consists of two modules.

3.04 – Fire & Incident Operations which primarily deals with management of an incident including supervision, resourcing, information flow & support structures required.

3.18 – Wildfire Suppression 3. This unit deals with development of objectives, strategies & tactics in fire suppression. Also identification of type, number &

practical application of various resources & their management.

Both modules are nationally accredited. The module specifications are based upon & compliment the Australian Fire Agencies Competency Standards 1994 Level 3.

Who Should Attend:

Experienced crew leaders & staff who may be required to be "First Arriving Officer", manage a small fire or be Sector/Divisional Commanders at a large fire.

Facilitator:

Ross Mead, Fire Management Services, Kensington.

Locations & Dates:

To be announced. Usually run at a Regional location.

Cost:

Fire Management Services will cover costs of facilitation, training material development & supply. Districts & Regions to cover participants costs.

prescribed burning 1

The purpose of this course is to give participants the requisite knowledge & skill to prepare a written burn prescription & conduct a simple prescribed burn.

Expected Outcomes:

On successful completion of this course, participants will be able to:

- Identify & describe the Agencies/Departments policy for prescribed burns.
- Identify & describe the range of desired conditions & fire behaviours in prescribed burning & the factors which affect their attainment.

prescribed burning 1 cont.

- Demonstrate the planning of a simple low intensity prescribed burn for a given area.
- Demonstrate the procedures for the conduct of a simple prescribed burn under supervision.

Format:

The course takes approximately 6 months to complete.

Methodology:

The delivery of this course is a combination of remote learning, in class exercises, a take-home assignment & a review that is completed by the participants mentor.

Key Subject Areas:

This course consists of Module 3.17 – Prescribed Burning 1. The purpose of this module is to give fire managers the requisite knowledge & skills to make an informed decision on when & how to conduct a prescribed burn in a planned & safe manner.

Subjects covered include considerations for prescribed burning, lighting & controlling a prescribed burn, prescribed burning in forest fuels, grassland fuels, mallee-heath fuels & spinifex fuels.

Module 3.17 is nationally accredited. The module specifications are based on & complement the Australian Fire Agencies Competency Standards 1994 Level 3.

Who Should Attend:

Field staff & crew leaders who may be required to prescribe for & manage a prescribed burn. Participants should have a reasonable knowledge & experience of fire behaviour & suppression techniques. They must have successfully completed the Basic Fire Fighter course or Level 1 Fire

Fighter course & preferably the Level 2 Fire Fighter course.

Facilitator:

Ross Mead, Fire Management Services, Kensington.

Locations & Dates:

The course is done as remote learning at participants home base. It will commence in mid May 2002.

Cost:

Fire Management Services will cover costs of developing & supplying course materials & course facilitation. Regions & Districts will be required to cover participants costs.

basic fire awareness

This course provides participants with basic information on wildfire behaviour, suppression techniques, personal safety in a fire situation & fire management terminology.

This course does not qualify the participant as a wildfire fighter. It is primarily designed for people working at or near an area that may be affected by a wildfire.

Expected Outcomes:

Upon satisfactory completion of this course, participants will be able to:

- Identify & describe the factors which impact on fire behaviour.
- Recognise & take precautions against the hazards of wildfire fighting.
- Demonstrate the basic use of handtools in fire fighting and mop up.
- Demonstrate the basic use of water in fire fighting & mop up.
- Identify the basic principles of fire suppression & mopping up procedures.

basic fire awareness cont.

Format:

8 hour course

Methodology:

This course is based on theoretical presentation, practical demonstration & practical drills.

Key Subject Areas:

The course consists of Module 1.26 – Basic Fire Awareness which covers how materials burn, the three major factors which affect fire behaviour, the development of a wildfire, basic fire suppression strategies & tactics, hazards of fire fighting & precautions to be taken.

Module 2.26 is nationally accredited. The module specifications are based on & complement the Australian Fire Agencies Competency Standards 1994 Level 1

Who Should Attend:

Any personnel who may be working at or near an area which may be affected by a wildfire, or are supporting fire fighting operations. It provides people with a basic understanding of fire & fire management practices & terminology.

Facilitator:

District & Regional Fire Co-ordinators.
Ross Mead, Fire Management Services, Kensington.

Locations & Dates:

As required at a District or Regional Location.

Cost:

Fire Management Services will cover the cost of training material development. Cost centres to cover participant & course costs

helitorch operations course

The purpose of this course is to provide the participant with the knowledge & skills to manage a helitorch mixing for aircraft burning operations.

Expected Outcomes:

Upon satisfactory completion of this course, participants will be able to:

- Describe the key elements of safe & efficient helitorch site set up.
- Demonstrate an understanding of safe working practices in relation to aircraft approach, flight & sling load operations.
- Demonstrate an understanding of safe & efficient helitorch mixing operations.
- Demonstrate an understanding of equipment maintenance.

Format:

1 day course

Methodology:

This course is based on theoretical presentation, practical demonstration & exercises.

Key Subject Areas:

- Aircraft safety.
- Sling load operations with helicopters.
- Fuel mixing operations.
- Operational equipment.
- Equipment maintenance.

Who Should Attend:

Personnel wishing to perform the role of helitorch operator for aircraft burning operations.

Facilitator:

Peter Gibson, Fire Management Services Wanneroo.

Locations & Dates:

TBA

helitorch operations course cont.

Cost:

Cost centres to cover participant travel & accommodation costs. Fire Management Services will cover the cost of presentation & training material development.

water bomber refiller

The purpose of this course is to provide the participant with the knowledge & skills to refill water bombing aircraft during fire suppression operations.

Expected Outcomes:

Upon satisfactory completion of this course, participants will be able to:

- Demonstrate an understanding of safe working principles, with regard to aircraft operations
- Demonstrate correct aircraft refill methodology
- Be conversant with equipment used for refilling operations

Format:

1/2 day course

Methodology:

This course is based on theoretical presentation, practical demonstration & exercises.

Key Subject Areas:

- Safe working principles & working with aircraft
- Refilling methods
- Refilling equipment use & maintenance

Who Should Attend:

People required to refill water bombing aircraft during fire suppression operations

Facilitator:

Peter Gibson

Locations & Dates:

TBA

Cost:

Cost centres to cover participant travel & accommodation costs. Fire Management Services will cover the cost of presentation & training material development.

ground controller (water bombing)

The purpose of this course is to provide the participant with the knowledge & skills to co-ordinate aerial fire suppression operations.

Expected Outcomes:

Upon satisfactory completion of this course, participants will be able to:

- Demonstrate an ability to coordinate aerial fire suppression operations
- Demonstrate an understanding of integrated approach to fire fighting, which incorporates water bombing aircraft
- Be conversant with aerial suppression terminology
- Demonstrate & understand of safe working principles, with regard to aerial suppression operations

Format:

1 day course

Methodology:

This course is based on theoretical presentation, practical demonstration & exercises.

Key Subject Areas:

- Incident Control System
- Principles of Water Bombing
- Aircraft Safety
- Water Bombing Terminology

Who Should Attend:

People who may be required to coordinate aerial suppression operations at bushfires.

ground controller (water bombing) cont.

Facilitator:

Peter Gibson

Locations & Dates:

TBA

Cost:

Cost centres to cover participant travel & accommodation costs. Fire Management Services will cover the cost of presentation & training material development.

air attack supervisors.

The purpose of this course is to provide the participant with the knowledge & skills to perform the role of Air Attack Supervisor at bushfires.

Expected Outcomes:

Upon satisfactory completion of this course, participants will be able to:

- Demonstrate an appreciation of aircraft commonly used for aircraft suppression operations including pre operational & operational protocols
- Demonstrate understanding of approach, boarding & equipment loading protocols for fixed & rotary wing aircraft.
- Demonstrate an understanding of safe working practices in relation to aircraft operations.
- Demonstrate an ability to navigate from an aircraft using various navigational aids.
- Demonstrate an understanding of aircraft communications systems.
- Describe the various aircraft operations roles in the ICS.

Format:

2 day course

Methodology:

This course is based on theoretical presentation, practical demonstration & exercises.

Key Subject Areas:

- Basic Visual Navigation
- Aircraft Safety
- Water bombing Terminology
- Principals of Water bombing
- Basic ICS
- Aircraft Communications

Who Should Attend:

- Air Attack Supervisors
- Those intending on becoming AAS
- Pilots Aerial Suppression

Facilitator:

Peter Gibson

Locations & Dates:

TBA

Cost:

Cost centres to cover participant travel & accommodation costs. Fire Management Services will cover the cost of presentation & training material development.

aircraft navigator

The purpose of this course is to provide the participant with the knowledge & skills to be able to manage aircraft operations in relation to prescribed burns.

Expected Outcomes:

Upon the satisfactory completion of this course, participants will be able to:

- Demonstrate knowledge of relevant sections of the Civil Aviation Orders & Regulations.
- Demonstrate an appreciation of aircraft commonly used by CALM including pre operational & operational protocols

aircraft navigator

- Demonstrate understanding of approach, boarding & equipment loading protocols for fixed & rotary wing aircraft.
- Demonstrate an understanding of safe working practices in relation to aircraft operations.
- Demonstrate an ability to navigate from an aircraft using various navigational aids.
- Demonstrate understanding of prescribed burning processes.
- Demonstrate an understanding of various operational protocols in relation to aircraft burning (prior to, during & after ignition).
- Demonstrate an understanding of aircraft communications systems.
- Describe & demonstrate helitorch mixing operations, related safety & ignition procedures.
- Demonstrate understanding of incendiary equipment operations, maintenance & emergency management.

Format:

2 Day course.

Methodology:

This course is based on theoretical presentation, practical demonstration & exercises.

Key Subject Areas:

- Civil Aviation Orders & Regulations.
- Safety Aspects, Aerodromes & Aircraft.
- Aerial Burn Flight Plans.
- Incendiary Equipment Capabilities & Limitations.
- Pre Flight Planning, Distance, Time & Direction.
- Basic Visual Navigation.
- Air to Ground Communications
- Administrative requirements.
- Remote area navigation.
- Helitorch operations.

- Helicopter landing site specifications.
- Dangerous goods

Who Should Attend:

People wishing to work as aircraft navigators for prescribed burning operations

Facilitator:

Peter Gibson, Fire Management Services, Wanneroo.

Locations & Dates:

TBA.

Cost:

Cost centres to cover participant travel & accommodation costs. FMS will cover the cost of presentation & Course material development.

incendiary machine operator (aircraft burning operations)

The purpose of this course is to provide the participant with the knowledge & skills to safely & efficiently operate the aerial incendiary machine.

Expected Outcomes:

Upon satisfactory completion of this course, participants will be able to:

- Demonstrate knowledge of relevant sections of the Civil Aviation Orders & Regulations.
- Demonstrate an appreciation of aircraft commonly used by CALM including pre operational & operational protocols
- Demonstrate understanding of approach, boarding & equipment loading protocols for fixed & rotary wing aircraft.
- Demonstrate an understanding of safe working practices in relation to aircraft operations.

incendiary machine operator (aircraft burning operations) cont.

- Demonstrate understanding of incendiary equipment operations, maintenance & emergency management.
- Demonstrate an understanding of Incident Control System
- Demonstrate ability in effective use of aircraft communications equipment
- Demonstrate ability to maintain aerial incendiary machine

Format:

2 day course

Methodology:

This course is based on theoretical presentation, practical demonstration & exercises.

Key Subject Areas:

- Civil Aviation Orders & Regulations.
- Safety Aspects, Aerodromes & Aircraft.
- Incendiary Equipment Capabilities & Limitations.
- Incendiary machine maintenance & upkeep.
- Basic Visual Navigation.
- Aircraft Communications
- Administrative requirements.
- Dangerous goods, transport & storage

Who Should Attend:

People wishing to maintain incendiary machine operator competency, & those wishing to become incendiary machine operators for aircraft burning operations

Facilitator:

Peter Gibson

Locations & Dates:

TBA

Cost:

Cost centres to cover participant travel & accommodation costs. Fire Management Services will cover the cost of presentation & training material development.

Costs: CALMfire does not charge participants for course content. Participant's cost centre carry travel & accommodation expenses where applicable

courses in corporate training

risk management introduction to TI 109

A full 1 day course for managers & supervisors that will enable them to understand the wider implications of risk management & its applications.

The course content covers:

- Identification of assessment & treatment of risk
- Control & minimisation of risk
- Application to management practices at strategic & operational levels
- Links with other Legislation EEO, Disabilities Act Public Sector Standards & compliance issues
- Benefits to the organisation through increased organisational effectiveness

Contact: John Ireland

Kensington

Venue: TBA

Date: As Required

Cost: \$40

risk management TI109 & linking with the Aus/NZ national standard 4360

This 1/2 day course is for all employees. It is to assist interpreting & applying the legislation in a wider context more effectively.

This covers:

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

Contact: John Ireland

Kensington

Venue: TBA

Date: As required

Cost: \$20

human resource management the role & responsibilities of members of selection panels.

This 1 day course is available to all employees. This would increase the effectiveness of selection panels & ensure continued compliance with legislative obligations.

The content of the course includes:

- An overview of the process
- Information regarding legal requirement including the public sector standards & EEO legislation
- Issues associated with the shortlisting of applicants
- Interview techniques
- Documenting interviews
- Practical session

Contact: Alan Byrne

Venue: TBA

Date: TBA

Cost: \$85 with maximum of 15

convenors of selection panels roles & responsibilities

A 1 day course for all employees & particularly for supervisors & managers.

Course content includes:

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

Contact: Alan Byrne

Venue: TBA

Date: TBA

Cost: \$100 with maximum of 15

IDAPES training

This course is designed to provide our supervisors & managers with the skills necessary to undertake performance management interviews for team members.

Expected Outcomes:

- Understanding of the IDAPES procedures, understanding of the IDAPES guidelines & IDAPES forms.
- Understanding of the rules for setting objectives
- Understanding of the bias in rating systems
- Demonstrates the ability in giving effective feedback
- Addressing poor performance

Format

This is a 1 day course and is conducted at workcentres throughout the State.

Methodology:

The morning session is primarily theory & interactive discussion. The afternoon session is dedicated to role playing & activities that enhance the theory.

Key Subject Areas:

Guidelines & Policy, setting objectives & goals, conducting interviews, rating scales, giving positive feedback, addressing poor performance & the legislation behind dealing with poor performance, completion of all IDAPES forms, role & responsibility of the supervisor.

Who Should Attend:

All managers, supervisors, team leaders who have the responsibility of giving feedback to team members.

Facilitator:

Alan Byrne, Co-ordinator Organisation Learning & Development, CALM, Training Centre, Dwellingup, 6213
Phone (08) 95381200 Fax (08) 95381244.

Dates:

As required.

Cost:

N/A

job application & interview skills

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

Content includes:

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

Contact: Alan Byrne

Venue: TBA

Date: TBA

train small groups

The 3 day 'Train Small Groups' course is based on the unit of competence ('Train Small Groups BSZ404A') within the 'Training Package for Assessment & Workplace Training BSZ98.'

Successful completion of this Unit will enable the participant to plan, deliver & review training in accordance with the standards set by the National Assessors & Workplace Trainers Body (NAWTB). The course is designed for those who conduct on- or off-the-job training of personnel in the workplace (but not as a major part of their job), on a one-to-one basis &/or to small groups (of up to five persons).

train small groups cont.

Expected Outcomes:

To enable people involved in training to acquire the knowledge, skills & attitudes necessary to plan, deliver & review training in the workplace on a one to one basis or to small groups, for the purposes of developing employees' competence to the required level.

Train small groups is a nationally endorsed unit of competency comprised of the following 4 elements:

Prepare for Training
Deliver Training
Provide Opportunities for Practice
Review Training Services Australia

Format:

A 3 day Workshop

Methodology:

This 3 day Course is aimed at persons requiring "hands-on" training skills, for one-to-one or small group presentations. It is delivered in a practical workshop style, designed to optimise the involvement of participants.

Key Subject Areas:

The content of the course includes but is not limited to:

The role of the trainer
Competency standards
Competency based Training
Competency based Assessment
Principles of Adult learning
Task analysis
Development of training session plans
Training delivery methods

Who Should Attend:

Skilled operators, team leaders, supervisors, managers, technical experts & others whose role includes (as a minor component) training of up to five personnel at any one time.

Facilitator:

Geoff Trott, Training Services Australia
Phone: (08) 9473 1900 Fax (08) 0473 1922.

Dates:

Dates can be found on the attached calendar or by visiting our website at tsa.wa.com.au

Cost:

\$530 per participant. Special rates can be negotiated for in-house workshops.

workplace training course

Successful completion of the 5day course in '**Workplace Training**' will enable the participant to **prepare, promote, deliver & review** training. It is aimed at people for whom training in the workplace is a large part of their job, or a full job function within a structured training & assessment system. These people would generally hold considerable responsibility for the training courses development & delivery. The course will prepare trainers for their role as change agents through the facilitation of learning. As training is a developmental process, it is essential the trainer be actively involved in providing opportunities to assist trainees acquire knowledge, learn new skills, modify attitudes & behaviour to enhance & improve on the job performance. Active participation in the course will ensure vital skills & techniques are mastered & transferred to the work environment.

workplace training course cont.

Expected Outcomes:

To enable workplace trainers to develop the knowledge, skills & attitudes necessary to plan, promote & conduct effective on & off the job training, including identifying training needs; developing training materials & resources & reviewing training courses.

The course incorporates the following nationally endorsed units of competency:

BSZ404A Train Small Groups
BSZ405A Plan & Promote a Training Course
BSZ406A Plan a Series of Training Sessions

BSZ407A Deliver Training Sessions
BSZ408A Review Training

Methodology:

This 5 day Course would meet the needs of persons for whom training comprises the major component of their role &/or they manage the training function within an organisation. It is delivered in a practical workshop style designed to optimise the involvement of participants.

Format:

A 5-day Workshop

Key Subject Areas:

The content of the course includes, but is not limited to:

Role of the trainer
Adult learning principles
Facilitating group learning
Competency Based Training (CBT)
Identifying competency needs
Planning & promoting training
Developing & documenting training material
Skills recognition

Who Should Attend:

Key training personnel with considerable responsibility for training courses, development & delivery.

Facilitator:

Geoff Trott, Training Services Australia
Phone: (08) 9473 1900 Fax (08) 0473 1922.

Dates:

Dates can be found on the attached calendar or by visiting our website at tsa.wa.com.au

Cost:

\$850 per participant Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel, (either at our Training Centre or another venue of the client's choosing). These workshops can be tailored to meet an organisation's specific requirements.

workplace assessment course

The 3 day '*Workplace Assessment*' course facilitates the acquisition of skills by participants, which will enable them to judge the competency of individuals against prescribed standards of performance. It is designed primarily for those in supervisory, line management or assessment roles, who are in regular contact with the categories of personnel (in terms of occupations &/or skills) being assessed & therefore conversant with the levels of skill as well as the environment in which they are to be applied.

The course, centring on Competency Based Assessment (CBA), explores techniques for gathering evidence of performance & ascertaining its validity as a measurement tool, against a given set of

workplace assessment course cont.

standards or competencies. Methods of assessment, formats for recording assessments & storing the results of these are examined, as are mechanisms for providing effective feedback regarding performance measurement results to management, as well as the person(s) being assessed.

Participants are introduced to the concept of continuous assessment of performance & the linkage of competency based assessment to quality assurance, occupational health & safety, performance appraisal systems & procedures. Additionally, a practical framework for ongoing identification of individuals' training & development needs is examined.

Expected Outcomes:

To equip participants with the skills, knowledge & attitude, to effectively assess the abilities of others against prescribed standards of competence.

Units of competency

The course incorporates the following nationally endorsed units of competency:

BSZ401A Plan Assessment

BSZ402A Conduct Assessment

BSZ403A Review Assessment

Methodology:

The workshop is delivered in a practical style, designed to optimise the involvement of participants

Format:

A 3-day Workshop

Key Subject Areas:

The content of the course includes, but is not limited to:

The role of an assessor

Competency Based Assessment (CBA)

Key features of skills recognition

Establishing suitable assessment methods

Developing assessment tools

Planning, arranging & conducting a valid assessment

Format & essential requirements of an assessment report

Reviewing assessment procedures & techniques

Who Should Attend:

Primarily line managers, supervisors, trainers & assessors. The course would also be applicable to those intending to provide an assessment service.

Facilitator:

Geoff Trott, Training Services Australia
Phone: (08) 9473 1900 Fax (08) 0473 1922.

Dates:

Dates can be found on the attached calendar or by visiting our website at tsa.wa.com.au

Cost:

\$530 per participant Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel, (either at our Training Centre or another venue of the client's choosing). These workshops can be tailored to meet an organisation's specific requirements.

workplace supervision

This 3 day course is directed at frontline management personnel including supervisors, forepersons, leading hands, team leaders, managers & co-ordinators. The course content covers:

- Role of Supervisor
- Leadership in the Workplace

workplace supervision cont.

- Teamwork & Team building
- Effective Workplace Communication
- Setting Standards & Fostering Continuous Improvement
- Monitoring, Managing & Assessing Workplace Performance
- Employee Appraisal & Feedback
- Planned Induction Process for New Employees
- Workplace Training & Development.

Contact: Geoff Trott, Training Services
Australia Phone: (08) 9473 1900 Fax
(08) 0473 1922.

certificate IV in assessment & workplace training.

Successful completion of the 8 day '**Certificate IV in Assessment & Workplace Training**' course will equip participants to prepare, promote, deliver & review training. It will also facilitate the acquisition by participants of the knowledge & skills essential to assess the competency of individuals against prescribed standards of performance. The course would generally benefit people who hold considerable responsibility for training course development & delivery & who may be involved in the assessment process.

Expected Outcomes:

To equip participants with the skills knowledge & attitude essential to:
Plan, promote & conduct effective on & off the job training, including identifying training needs; developing training materials & resources, reviewing training courses.

The effective assessment of persons' abilities against prescribed standards of competence, reviewing training courses. The effective assessment of persons' abilities against prescribed standards of competence.

Units of competency

The course incorporates the following nationally endorsed units of competency:

BSZ401A Plan Assessment
BSZ402A Conduct Assessment
BSZ403A Review Assessment
BSZ404A Train Small Groups
BSZ405A Plan & Promote a Training Course
BSZ406A Plan a Series of Training Sessions
BSZ407A Deliver Training Sessions
BSZ408A Review Training

Methodology:

The workshop is delivered in a practical style, designed to optimise the involvement of participants

Format:

An 8 day Workshop

Key Subject Areas:

The content of the course includes, but is not limited to:

Role of the assessor & trainer

Competency based assessment & training

Key features of skills recognition
Establishing suitable assessment methods

Developing assessment tools
Planning, conducting & reviewing training & assessment

Format & essential requirements of an assessment report

Promoting training
Identifying competency needs
Adult learning principles

Who Should Attend:

Key training personnel with considerable responsibility for:

certificate IV in assessment & workplace training cont.

training course development & delivery & who require knowledge of, or will be involved in the assessment process.

Facilitator:

Geoff Trott, Training Services Australia
Phone: (08) 9473 1900 Fax (08) 0473 1922.

Dates:

Dates can be found on the attached calendar or by visiting our website at tsa-wa.com.au

Cost:

\$1,380 per participant. Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel, (either at our Training Centre or another venue of the client's choosing). These workshops can be tailored to meet an organisation's specific requirements.

diploma of training & assessment systems.

This Diploma course caters for those who require specialist competencies for designing, implementing, managing & evaluating assessment & training systems. They may also be responsible for conducting competency needs analysis, designing training courses & developing assessment tools & procedures. The units of competency emphasise system level operation & management. The packaging of the '**Diploma of Training & Assessment Systems**' allows for flexible entry & exit points. For example, some individuals wishing to attain the Diploma may have a background in assessment & training & have undertaken the '*Certificate IV in Assessment & Workplace Training.*' Others may have moved into a position of responsibility for these areas without

a practitioner background. Both these & other circumstances of intending participants are equally well accommodated.

Expected Outcomes:

To enable training & assessment specialists to develop the knowledge, skills & attitude necessary to analyse the competency requirements of an organisation; design training courses; develop assessment tools & procedures & design, establish & manage training & assessment systems.

Note: The range of skills & knowledge acquired by participants will depend on the units of competency they successfully complete.

To qualify for the '**Diploma of Training & Assessment Systems,**' at least **four (4) units** from the following group of competencies must be successfully completed:

BSZ501A Analyse Competency Requirements

BSZ502A Design & Establish the Training System

BSZ503A Design & Establish the Assessment System

BSZ504A Manage the Training & Assessment System

BSZ505A Evaluate the Training & Assessment System

BSZ506A Develop Assessment Procedures

BSZ507A Develop Assessment Tools

BSZ508A Design Training Courses

PLUS an additional six (6) units from the '*Training Package for Assessment & Workplace Training - BSZ98.*'

PLUS an additional minimum of three (3) units relevant to the implementation of assessment & workplace training

diploma of training & assessment systems cont.

from other 'Training Packages.' For example, these may include financial management, project management or human resource management competencies appropriate to a Diploma level qualification.

Methodology:

The workshop is delivered in a practical style, designed to optimise the involvement of participants

Format:

Public courses conducted by Training Services Australia will (for logistical reasons relating to scheduling of workshops) generally offer training in groupings of two units, each usually of 3 days duration.

Comprehensive assignments are to be undertaken by participants in addition to attendance at the Course.

Certification cannot be awarded until the successful completion of these.

Key Subject Areas:

The content of the course, reflects a strong systems/management focus & includes, but is not limited to:

Training needs analysis (TNA)

Analysis, & documentation of competency requirements

Determining the training & assessment system features

Design & development of a training & assessment records system

Establishing procedures for the review of Training & assessment

Establishing quality assurance procedures

Planning & conducting the training/assessment system evaluation

Development of strategic training & assessment system interventions

Development & piloting of assessment tools & procedures

Designing & developing training courses

Who Should Attend:

Training specialists or managers, who are responsible for the design, establishment, management, monitoring &/or evaluation of training & assessment systems. They may also be responsible for analysing competency requirements of an organisation, designing training courses & developing assessment procedures & tools.

Facilitator:

Geoff Trott, Training Services Australia
Phone: (08) 9473 1900 Fax (08) 0473 1922.

Dates:

Dates can be found on the attached calendar or by visiting our website at tsa.wa.com.au

Cost:

\$600 per unit Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel, (either at our Training Centre or another venue of the client's choosing). These workshops can be tailored to meet an organisation's specific requirements.

conversing with the community

A 4 hour workshop designed to help all Departmental employees & if appropriate, their partners, deal effectively with controversy generated by local & statewide issues involving the Department.

Expected Outcomes:

- Developing skills in self- protection with local people about conservation issues,

conversing with the community cont.

- including the ability to de-personalise extreme views.
- Strategies & practice in skills for defusing aggression & facilitating reasoned discussion rather than confrontation
- Identification of ongoing support & development strategies at the local & corporate level
- Enhanced teamwork based on shared experiences & needs.

Format:

4 hour workshop at local work centres

Methodology:

Learning is drawn from presentations, interactive group work, discussion & role plays & pre-workshop survey to assist customising the training to the local issues.

Key Subject Areas:

- Models of Communications
- Reflective responses, empathy & assertion
- Diffusing anger & aggression
- Strategies for not taking work based issues personally

Who Should Attend:

Staff or teams who operate in controversial courses & environments. Staff who are seeking to build trust & community relationships in an issue laden atmosphere.

Facilitator:

Tammie Reid

Dates:

On a needs basis, work groups to request

Cost: NIL

aboriginal cultural awareness course

Reconciliation through cultural awareness is an introductory one or two day workshop, delivered by Indigenous Australian facilitators & designed as a part of a longer-term organisational training strategy to assist staff to develop more productive working relationships with Indigenous Australians.

Contact: Maxine Chi
9334 0568

Venue: Local

Date: As required

heritage management course

The Heritage Council of WA, in conjunction with the Research Institute for Cultural Heritage, presents an intensive, practical course specifically aimed planners. The course has been designed for those professionals who have a general knowledge of heritage but wish to enhance their knowledge of the decision making processes involved. The course will cover important issues including:

- Heritage legislation & how it works
- Heritage & the role of local government
- The development referral process
- Heritage agreements: what are they & how do they work
- Registration, what does it mean?
- Conservation plans: what are they meant to achieve
- Heritage funding & incentives

Contact: Priscilla Fouracres
9220 4115

Venue: TBA

Date: As required

public participation

A 2 day workshop designed

- to equip staff with the skills & understanding to effectively implement public participation across a range of categories.

public participation cont.

- To build familiarity with the policy, strategy & manual as a basis for public participation planning & implementation

Expected Outcomes:

As a result of this workshop participants will

- Understand the pp policy, strategy & manual
- Be aware of the skills & experience already available in the Department
- Demonstrate an ability to plan a public participation program – objectives, stakeholders & strategy
- Be able to draw on & apply public participation process knowledge in everyday situations
- Develop judgement on when to call for professional facilitation advice & service
- Be able to use the planning & reporting mechanisms
- Identify for themselves any ongoing support & development they require
- Be aware of the support & resources currently available in the Department

Format

A 2 day workshop

Methodology:

This course is based upon presentation, case study, discussion & activity, drawing heavily upon the experience of the participants. Conceptual frameworks, models & strategies are presented & participants are encouraged to question, relate the concepts to their own work & experiences & share ideas for good practice.

Key Subject Areas:

- understanding the corporate position, policy & principles

- Initiating & deciding on the appropriate categories & techniques
- Exploring stakeholders & roles
- Detailed planning, monitoring & evaluation
- Developing judgments using the manual & planning frameworks
- Exploring the experience that already exists within the Department

Who Should Attend:

This course is designed for branch, regional & district managers, program leaders, members of regionally based projects & others who are in direct contact with community groups & processes.

Facilitator:

Tammie Reid

Dates:

TBA

Cost:

approx \$250 pp

certificate III & IV in government

certificate III in government purchasing management

This updated course provides entry level qualifications for a career in the public service in simple purchasing. It covers the required basic units of national competency including ethics, legislation & occupational health & safety & provides the necessary electives covering service & delivery, use of technology & organisation of information. The course outlines the process of purchasing in the public sector, policy issues, credit card use, documentation & procedures, request for quotation documentation, Q&A & customer service.

Contact: External Consultants
Glenn Giudicci 93340118

certificate III & IV in government

certificate III in government purchasing management cont.

Venue: Perth

Date: TBA

Cost: \$495 includes lunch,
refreshments & course manual

(procurement & contracting)

Completion of all modules is required to complete this qualification. This is a specialist qualification covering the competencies required for the procurement of complex goods & services in the Public Service. Each module provides comprehensive knowledge & understanding of the area covered. A prerequisite for this course is completion of the Certificate III in Government purchasing management.

Contact: External consultants
Glen Giudici 93340118

Venue: Perth

Date: TBA

module - procurement planning

This module covers the process of developing a procurement plan, including the planning process, research requirements, policies & principles, analysing the market, incentives, purchasing method, outputs, outcomes & measures, the tendering process, planning evaluation & contract management planning.

Contact: External consultants
Glen Giudici 93340118

Venue: Perth

Date: TBA

Cost: \$640 per person, includes lunch,
refreshments & course manuals.

module - introduction to contracts & the law

This module provides a sound legal framework in the development & management of Public Sector.

Contact: External consultants
Glen Giudici 93340118

Venue: Perth

Date: TBA

Cost: \$425 per person, includes lunch,
refreshments & course manuals

module - specification & tender development

This module covers the process of requesting & receiving offers. It includes the process for request documentation, the tendering process, needs & outcomes, request methods, requirements, tender document types, planning a request document, quality issues, evaluating & receiving requests.

Contact: External Consultants
Glen Giudici

Venue: Perth

Date: TBA

Cost: \$425 per person, includes lunch,
refreshments & course manuals

module - tender evaluation

This module covers the tender evaluation process, including the role of evaluation, evaluation techniques & methodologies, evaluation of offers, communication & negotiation, reports, records & documentation.

Contact: External consultants
Glen Giudici 93340118

Venue: Perth

Date: TBA

Cost: \$425 per person, includes lunch,
refreshments & course manuals

module - contract management

This module covers the process of contract management including contract analysis, roles & responsibilities, evaluation & feedback in the areas of transition, operation, completion & evaluation of contracts.

Contact: External consultants
Glen Giudici 93340118

Venue: Perth

Date: TBA

Cost: \$425 per person, includes lunch,
refreshments & course manuals

module - disposal of assets

This module covers disposal of assets in the Public Sector environment & includes identification of assets for disposal assets with special needs & development & implementation of disposal strategies.

Contact: External consultants
Glen Giudici 93340118

Venue: Perth

Date: TBA

Cost: \$205 per person, includes lunch, refreshments & course manuals

module - contract negotiation

This module provides a comprehensive knowledge & understanding & practice of the role of negotiation in the procurement process.

Contact: External consultants
Glen Giudici 93340118

Venue: Perth

Date: TBA

Cost: \$425 per person, includes lunch, refreshments & course manuals

module - risk management

This module covers risk policy, context, awareness, planning to manage risk, contingency plans, the evaluation of performance & risk management processes.

Contact: External consultants
Glen Giudici 93340118

Venue: Perth

Date: TBA

Cost: \$425 per person, includes lunch, refreshments & course manuals

courses in
management
&
leadership

part D

the effective manager course

The Department has been among the first organisations in Australia to take part in a nation wide initiative aimed at developing & supporting those people at the coalface of managing teams & projects. This training course is called the Certificate IV of Management "Effective Manager". Since 1998, 57 Departmental people have completed the Effective Manager course & a further 16 people have completed the Diploma.

This course is aimed at frontline managers which includes office managers, team leaders, supervisors, leading hands, first line managers, co-ordinators, supervisors, forepersons.

Frontline management is about the responsibilities of leading, managing & influencing a group of workers. These responsibilities include the number of people they manage, the environment in which they work the resources they are accountable for & the sort of daily tasks they carry out. The 11 modules include;

- Managing Yourself'
- Communication
- Decision Making
- Motivation & Job Design
- Recruitment & Selection
- Development & Appraisal
- Leadership & Power
- Managing Difference
- Structures & Networks
- Culture & Quality
- Managing Change

The South Metropolitan College of TAFE delivers the Effective Manager course over an intense 6 month period. The Effective Manager course is a world class & competitively priced course, which includes material, that has been developed specifically for open/distant learning. On successful completion of the course learners will be awarded the Certificate IV of Management (Effective Manager).

This course caters for the continuous learner as successful completion of the Certificate IV allows the learner to articulated directly into the Diploma of Management. The Diploma requires additional three units as follows;

Marketing for Managers.
Budgeting & Finance,
Occupational Health, Safety & Welfare.

Murdoch University will then recognises units from both courses to articulate into undergraduate or post graduate management courses.

the effective manager course

Some of the pro's & con's of the course are as follows;

Pros

- Materials are designed specifically for open/distant learning.
- The course has been delivered to more than 20,000 students. Therefore it has been tried & tested over time.
- The materials are current & work-related. The competencies that participants learn can be applied immediately to the work environment.
- The assignment work is specific & applicable to the individual's employment.
- Assignments can be customised to meet CALM's specific training goals.
- The Effective manager is a nationally recognised Certificate level IV & will be recognised as an equivalent of the Certificate IV of Management (which is a 441-hour course).
- Articulation is available, Murdoch University for example, will grant 12 points of credit.
- The majority of work is done in the participant's own time, with minimum face-to-face contact. One half day orientation, three half day tutorials & one final day. These are essential. In the event the learner is unable to attend a tutorial CALM will negotiate with the provider other dates for providing these sessions.
- The course can be completed within a six-month time frame.
- Participants have telephone; facsimile & electronic mail access with their tutor throughout the course.
- The course is reasonably priced approximately \$2000 & includes excellent learning material. Corporate funds are available for the course, which subsidise the course fees.
- Mentoring is encouraged from internal & external sources.

Cons

- The participants will need to set aside approximately 10 – 12 hrs per week for study & assignment work.
- Currently if participants are working in isolated work environments it may be more difficult to work with mentors. The Department will ensure that this is overcome by consultation with the tutor.

The Effective Manager course is one of many "Management" courses available for all Departmental people. For Further information on the Effective Manager or other Management courses please contact the Training Centre, Dwellingup.

leadership & organisational development course.

The ability to lead is vital to managerial success - being able to set & communicate a clear direction, to motivate, to provide coaching & feedback, & to help other will ensure personal & business success for managers within our organisation.

In partnership with a tertiary institution we are pleased to announce the learning opportunity that has been designed expressly for the Department. The program features a multi-faceted approach incorporating theory, experiential learning & above all collegial learning.

projects

During the course participants will be syndicated into project teams to work on a project that a director has identified as critical to the organisations development. This director or his sponsor will coach & mentor the project team through to final presentation. There are two main purposes that the projects aim to develop during the Leadership & Organisational Development Course;

- To provide a basis to apply & learn the concepts & skills covered in the course including areas such as teamwork, problem solving processes, leadership, planning, managing change & interpersonal relations
- To help achieve useful organisation & cultural change defining the scope, gathering data, recommending &, if possible, implementing.

expectations of participants

During the 5.5 day residential course, participants are given the project briefs at the start of the course & are expected to;

- Make a 20-minute presentation on the project indicating the project scope, methodology, possible recommendations & plans on how to proceed.
- Outline risks, resources & times required to complete the project over the next 4 months

What is required by each project team over the four month period is very much dependant on the specifics of the project, the team itself & the Director & Sponsor of the project. It is therefore up to the Director, Sponsor & team members to negotiate resources, time, team involvement (or not) & the amount of time to achieve this.

Departmental people from all areas are encouraged to discuss their participation in the LODP with their managers at their next IDAPES meetings.

accessing the australian training register

part E

accessing the australian training register

the australian training register

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

background information

The ATR is a computer database listing 32,000 public access training courses, conferences & seminars that is updated every month. The system also has the capacity to reference over 10,000 training resources eg films, videos, training packages & calenders. Considering the extensive range of the system, Departmental staff should begin to think of this as their source of information on the various courses offered by external providers in the conjunction with the Training & Development Manual.

course categories

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

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

training register search

The operator can select courses by category, key word, title, provider, date, & location or any combination of these search parameters. The ATR system searches the register for all the courses seminars, workshops & conferences that meet the identified selection criteria.

Information about courses is displayed initially with;

- **Course Title**
- **Duration & Cost**
- **Location & Date**

accessing the australian training register

training details

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

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

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

updates

The ATR is updated every month via cd's. The system has a default capacity, which ensures the system collapses if the Department does not renew the subscription annually

additional features

The system also has the following features;

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

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

undergraduate
&
postgraduate
courses

part F

undergraduate & postgraduate courses

undergraduate courses

Undergraduate courses are available in a range of diverse disciplines. Many of these courses can be accessed through Distance Education & Open Learning. Below is a sample of the courses available in natural & cultural resource management. However, information on a range of diverse courses in a variety of disciplines (eg. management, information technology, tourism & leisure studies) can be accessed via the Training Centre, Dwellingup. Please contact the Training Staff for information regarding any of the undergraduate courses available.

certificate IV of land management (CALM stream)

This course is designed to meet the requirements of Departmental personal seeking to improve their performance & develop their careers. The course aims to provide theoretical & practical skills relevant to land & natural resource management/rehabilitation/revegetation/park customer relations.

General information

- Modules in the course are offered in face to face & external modes
- Work projects & tasks can contribute to module competencies & can be assessed at the workplace by arrangement.
- Enrolment in modules taken externally can be done at any time of the year.
- Enrolment forms are available from the Departments Training Centre Dwellingup
- Entrance to the course is restricted to permanent Departmental personal.
- Total course hours - 600

postgraduate courses

With more & more private enterprise managers undertaking Master of Business Administration (MBA) & other business courses, management education is becoming an essential companion on the management career path. Departmental managers & staff aspiring to fulfil middle to senior management roles should seriously consider enrolling in Post Graduate Management studies.

Perhaps the most important message about management education is the need to shop around for the course that really suits the individual, & the individual's career aspirations. This is especially true in these times of uncertain budgetary climate for higher education, with costs of courses likely to increase. Departmental staff wishing to pursue the management field of study should contact the Training Staff at Dwellingup for information on the courses available for both on campus & Distance Education modes.

undergraduate & postgraduate courses

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

scholarships

part G

scholarships

Executive Director's Scholarship

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

Background

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

Process:

The Scholarship is again offered in 2000 to allow AWU personnel to enter a range of Field Officer positions. The process for award of the scholarship is as follows:

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

- For further information on the Executive Director's scholarship, interested people should contact Co-ordinator Organisational Learning & Development, Alan Byrne or Peter Hill, on 08 95381200 or Fax 08 95381244.

scholarships

post graduate studies & study grants

All Departmental people with under-graduate qualifications are welcome to apply for the following Post-Graduate Scholarships:

science scholarship (Dr George Malajczuk post graduate scholarship)

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

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

Leadership/management scholarship (Seamus Mulholland post graduate scholarship)

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

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

Applicants should follow Policy 36 of 1991 for details on applying. Further information can be obtained from Co-ordinator Organisational Learning & Development Alan Byrne on 95381200.

scholarships

Executive Director's study assistance programme

All Departmental People are encouraged to study & complete formal qualifications relevant to their position within the Department. To assist all Departmental Personnel to enter post secondary education qualifications, Corporate Executive has allocated funds totalling \$20,000 to be made available annually for undergraduate & post graduate study assistance. Administration of the funds & the scholarship scheme is the responsibility of People Services Branch.

All interested personnel can contact Co-ordinator Organisational Learning & Development Alan Byrne at the Training Centre on (08) 95381200.

C. E. Lane Poole memorial award – 2002

Purpose of the Award

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

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

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

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

History of the Award

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

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

Objectives of the Trust Award

The Lane Poole Memorial Award aims to provide financial assistance toward travel or study opportunities for officers of the Department of Conservation & Land Management, Forest Products Commission & Conservation Commission. Finance for the Award is kindly provided for by WESTFI Limited.

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

All interested personnel can contact Co-ordinator Organisational Learning & Development Alan Byrne at the Training Centre on (08)95381200.

scholarships

the June Craig award for Departmental women

In 1999 Western Australia celebrated one hundred years of women's suffrage. At the same time, equally to be celebrated is the achievement of women in the environment - the story of conservation ethics in this state belongs as much to women as to men. As the fight went on to bring true representation to the Western Australian people, women continue to live & care for the environment as they always have done.

The Award was established to honour the work of June Craig who was the first female minister with a forestry related portfolio & second ever female cabinet Minister.

The June Craig Award aims to provide financial assistance towards career development opportunities for women within the Department.

The Award has a monetary value of \$20,000 per year & can be awarded to an individual or a number of Departmental women who wish to further their career development opportunities. Applications shall be accepted for the following areas;

- Sabbatical leave
- Attending professional development programmes such as the Leadership Development program conducted at Monash University in Mt Eliza Victoria
- Participating in seminars or workshops
- Participating in exchange programs at the national & international level

All Departmental women shall be encouraged to apply for the Award regardless of their academic background or current position within the Department.

self directed education & training

part II

self-directed education & training

videos & workbooks

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

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

The video titles are listed below:

- The Power of Assertive Behaviour.
- How to Successfully manage your Time.
- Effective Meeting Participation.
- Team Building - a Positive Approach.
- Courtesy, Etiquette & Attitude in the Workplace.
- Managing Stress in the Workplace.
- Effective Report Writing.
- Performance & Development Review
- Coaching for Improved Performance
- Setting goals & objectives
- Giving & receiving feedback
- Delivering Successful Presentations

online learning opportunities

People Services Branch has recently invested in two on-line learning programs to complement the IDAPES workshops. The program details are as follows;

- **Improving Staff Performance**
- **Giving Feedback**

These two online courses provide an in-depth coverage of the topics using on-screen information, self-diagnostics, exercises, templates & checklists to effect learning. The online courses take between 30mins-2hrs to complete. The online courses also contain online self-assessment for immediate & impartial feedback. Some of the attributes of the programs are:

- **Onscreen information.**

Well presented with the aid of pictures & diagrams.

- **Self diagnostics.**

Multiple choice questions with immediate results & interpretation of your performance.

self-directed education & training

online learning opportunities

➤ **Exercises**

Are given to complete & reinforce the theory, normally in the form of a worksheet.

➤ **Templates.**

Useful templates that can be used in the workplace to effect effective management.

➤ **Checklists.**

To follow your progress through the training, particularly if you do it over more than one session.

➤ **Assessment.**

10 Multiple choice questions. Results are immediate & questions that you got right & wrong identified with links to relevant text.

Departmental personnel wishing to participate in this on-line learning opportunity should use the Intranet - locate Corporate Services, locate People Services Branch, Locate Organisation Learning & finally locate IDAPES Information.

Feedback on the usefulness of the program & any enquiries should be forwarded to Mr Peter Hill on 95381200 or peterhi@calm.wa.gov.au

To order the above videos, please contact the training staff on (08) 9538 1200, FAX (08) 9538 1244 or E-mail address alanby@calm.wa.gov.au Videos will be loaned for a 2 week period.