

# Bunbury-Harvey Regional Council Training Matrix 2017-2018

SITE: Stanley Road Waste Management Facility / Banksia Road Organic Processing Facility / Administration / Education

Operational Training	Course Date	Cost Est.	Complete Y/N	Certificate Y/N	Staff Name	Staff Name	Staff Name	Staff Name	Staff Name		Staff Name		Staff Name		Total Cost
Forklift / Skid Steer Competency	TBA				Olivia Barnett	Tyler Morehouse	Corey Stidworthy	Daniel Barker							
Forklift / Skid Steer Refresher Course															
Front End Wheel Loader Training	TBA				Daniel Barker										
Bulldozer Training	TBA				Mark Hay	Lisa Stidworthy									
Wheel Loader - <b>Operation Induction</b>															
Truck Driving Training															
HINO Hookbin Truck - <b>Operation Induction</b>	TBA	In-House			Tyler Morehouse										
Landfill Compactor Training	TBA				Daniel Barker										
Heave Rigid "HR" Licence Training	TBA				Corey Stidworthy	Tyler Morehouse									
Heavy Combination "HC" Licence Training															
Electrical Testing and Tagging Course					Tyler Morehouse										
Talking Soils Compost Course															
Slow Speed Shredder Training/Induction	13-September-2017	Focus Enviro	Yes	No	Russell Adams	Jai Pearce									
Spartel Mobile Aerator System Training & Induction															
Plant Maintenance Training - <b>INHOUSE</b>															
Landfill Compaction Education ( <b>Video</b> )	TBA	Westrac			Lisa Stidworthy										
<b>Total Costs for Operational Training</b>														\$0.00	
Corporate Training	Course Date	Cost Est.	Complete Y/N	Certificate Y/N	Staff Name	Staff Name	Staff Name	Staff Name	Staff Name		Staff Name		Staff Name		Total Cost
Customer Retlations and Dealing with dificult Customers	TBA				M. Pieterse										
Business Writing															
Frontline Management	TBA				Michelle Lloyd										
Public Speaking															
Workplace Communication	TBA				M. Pieterse										
Time Management															
Conflict Resolution															
WALGA Preparing Agenda and Minutes	26-October-2017	\$1,134.00	Yes	Yes	M. Pieterse	Tony Battersby									\$1,134.00
Governance	TBA				M. Pieterse	Tony Battersby									
Human Resources Management															
Payroll Training															
Executive Assistant / Personal Assistant Training															
Leadership Training	Various Dates	\$1,200.00	No		Corey Stidworthy	Jai Pearce	Michelle Lloyd	Jack Stidworthy							\$1,200.00
Relevant Legislation and Council's Code of Conduct	TBA			No	Mark Hay										
Horticulture Training ( <b>Rehabilitation</b> )	Jun-18				Kate Shaw										
Cert III - Waste Mangement	TBA				Kate Shaw	Jai Pearce	Tony Battersby								
Earth Carers Training ( <b>Waste Education Research</b> )	Oct-Nov 2017	Nil	No	No	Kate Shaw	Emma Clay									\$0.00
Budget Training	TBA				Jai Pearce										
<b>Total Costs for Corporate Training</b>														\$2,334.00	

Computer Training	Course Date	Cost Est.	Complete Y/N	Certificate Y/N	Staff Name	Staff Name	Staff Name	Staff Name	Staff Name	Staff Name	Staff Name	Staff Name	Staff Name	Total Cost
Word (Intermediate)	TBA				M. Pieterse									
Excel (Intermediate)	TBA				M. Pieterse									
Powerpoint (Basic)	TBA				M. Pieterse									
Report Writing Formating	TBA				M. Pieterse									
<b>Total Costs for Computer Training</b>													\$0.00	
Safety & Emergency Management	Course Date	Cost Est.	Complete Y/N	Certificate Y/N	Staff Name	Staff Name	Staff Name	Staff Name	Staff Name	Staff Name	Staff Name	Staff Name	Staff Name	Total Cost
First Aid (Senior Certificate) HLTAID003	Various Dates				Darryl Saunders	Lisa Stidworthy	Mark Hay	Murray Cross	Emma Clay	Kate Shaw	Tony Battersby			\$0.00
First Aid (Senior Certificate) - Refresher														\$0.00
Asbestos Identification Course	TBA				Darryl Saunders	Michelle Lloyd	Jai Pearce	Lisa Stidworthy	David Slann					\$0.00
Advanced Asbestos Training	TBA				Jack Stidworthy									
Fire Extinguisher & Spill Response Training "WALGA"														\$0.00
Household Hazardouz Waste (HHW) Training "WALGA"														\$0.00
Household Hazardouz Waste (HHW) Material Safety Datasheets (MSDS)	TBA	In-House	No	No	Tyler Morehouse									
Hazard and Risk Management	TBA	In-House	No	No	David Slann									
Workplace Health and Safety	TBA	In-House	No	No	Mark Hay									
LGIS Injury Prevention Training (Manual Handling)	27-September-2017	Nil	Yes	?	Michelle Lloyd	Lisa Stidworthy	David Slann	Russell Adams	Murray Cross	Olivia Barnett	Mark Hay			\$0.00
Health & Safety Representative(s) Training	7-11 August 2017	\$950.00	Yes	Yes	Daniel Barker									\$950.00
<b>Total Costs for Emergency Management Training</b>													\$950.00	
Conferences and Tours	Course Date	Cost Est.	Complete Y/N	Certificate Y/N	Staff Name	Staff Name	Staff Name	Staff Name	Staff Name	Staff Name	Staff Name	Staff Name	Staff Name	Total Cost
Waste & Recycle 2017Conference - Perth (Keynote Conferences)	13-15 September 2017	\$2,329.00	Yes	No	Daniel Barker	Emma Clay								\$2,329.00
Waste & Recycle 2017 Conference - Accommodation	13-15 September 2017	\$1,060.00	Yes	No	Daniel Barker	Emma Clay								\$1,060.00
Tour of Trash & Treasure Shop - Perth Metro Area	TBA				Olivia Barnett									
Tour of Transfer Station - Perth Metro Area	TBA				Olivia Barnett									
Compost Facility Tour - Perth	TBA				David Slann									
Compost Facilities Tours - Eastern States	TBA													
Tour of Landfill Site(s)														
<b>Total Costs for Conferences and Tours</b>													\$3,389.00	
<b>Total</b>													\$6,673.00	
<b>Budget Total</b>														

- Complete
- Cancelled / Postponed
- To be established "TBA"
- In-House Training
- Various Dates - Refer Inserted Comments for dates "Hover over cell for details"