

INTER-OFFICE MEMO

TO : Mr N Szwed
Traffic Engineering Division Date : 8 Feb '80

FROM : Principal Training and Development Officer File No. :
 Division : Enquiries
 or
 Section : Ext. : 2527
 Mr : Billinge

SUBJECT : MANAGEMENT COURSE (NO. 11)
 JUMBUNNA LODGE, LAUNCHING PLACE
 13TH - 18TH APRIL, 1980

You have been nominated by your Branch Head to attend the next residential Management Course at Jumbunna Lodge, Launching Place, on the above dates.

The course begins late Sunday afternoon and concludes late afternoon on the following Friday.

Attached is a statement of course aim and objectives, list of course members and course staff, the programme, a locality plan and directions to Jumbunna Lodge, and an information sheet.

Pre-course preparation takes the form of reading a set of fairly comprehensive background notes which will be issued in two sets. The first set of notes is attached. Preparation of an assignment will be required for the session on Organization (directions will be enclosed with the second set of pre-reading).

A few of the notes will constitute a summary of the major theory to be presented and used in particular sessions (e.g. on Organization and the Control Process). However most of the notes are background reading to help familiarize you with management concepts and terminology and particular writers and themes. They provide a framework against which your participation in the course should be more meaningful.

As Board cars should not be taken to the course, an attempt to assist with the organization of transport will be made prior to the course.

R.C. Billinge
 R C BILLINGE
 PRINCIPAL TRAINING &
 DEVELOPMENT OFFICER

RCB:ABW

13TH - 18TH APRIL, 1980

COURSE STAFF

Bob Billinge (Course Chairman)	Principal Training & Development Officer
Neil Guerin	Deputy Engineer In Chief
Andrew Noble	Chief Road Design Engineer
Ted Oppy	Divisional Engineer - Ballarat
David Berry	Road Planning Engineer
Jim Webber	Programme & Budgets Engineer - Works
Andrew McGalliard	Asst. Plans & Surveys Engineer
John Gunson	Training & Development Officer

GUEST LEADERS

Brian Bainbridge	Lecturer, Organization Theory & Behaviour Graduate School of Management R.M.I.T. and Melbourne University
Tony Briscomb	MBO Advisor Administration and O.D. Manager Research & Development Division Dulux Australia Ltd.
Terry Cummins	Senior Lecturer Graduate School of Business Administration University of Melbourne
Brian Harper	Director, Western Port Regional Planning Authority
Stewart Joy	State Manager, Victoria & Tasmania National Bank of Australia
Don Maling	Dept. of Management & Secretarial Studies Caulfield Institute of Technology
Peter Osborn	Registrar, Australian Administrative Staff College
Ken Stone	Secretary, Trades Hall Council

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COURSE MEMBERS

Geoff Bouilly	-	Bridge Sub Branch
Stan Broadfoot	-	Australian Road Research Board
Norm Butler	-	Horsham Division
Lloyd Davies	-	Bendigo Division
Alex Evans ^{David Bird}	-	Plans & Surveys Division
John Foote	-	Materials Research Division
Tim Holden	-	Estates Section
Tom Longridge ²⁰¹¹	-	Traffic Section
Geoff Hose	-	Metropolitan Division
Ron Hutchins	-	Administration Section
Keith Kempton	-	Works Sub Branch
Frank Kwong	-	Mulgrave Freeway
Pat Meehan	-	Road Planning Division
John Nation	-	Dandenong Division
David Payne	-	Bridge Sub Branch
Nick Szwed	-	Traffic Engineering Division
Brett Wilson	-	Mechanical Sub Branch