

Phone: (03) 6235 8106
Your Ref:
Our File: F60757/40 (RTI15/16)



18 December 2015

The Hon Bryan Green MP
Leader of the Opposition
Parliament House
HOBART TAS 7000

Dear Mr Green

Right to Information (RTI) Assessed Disclosure Application – RTI15/16

I refer to your *Right to Information Act 2009* application for assessed disclosure for the following:

A copy of all information relating to any training courses and professional Development undertaken within Tasmania, Australia and internationally by persons employed at a Senior Executive Service Level, equivalent and above since October 2014 to current.

A copy of all information, broken down by the actual cost of each training course, who delivered the training where the training was provided, as well as the costs associated with any travel and accommodation and the amount paid for any travel allowances since 10 October 2014 to current.

I am pleased to provide the following information:

Training Course/ Professional Development	Provider	Location	Costs	Travel/ Accom
Safety Circle x 2	IPM Safety	Hobart	(2@200) \$400	Nil
Crash Free Driving x 1	Incident Free Driving	Hobart	\$200	Nil
First Aid	St Johns	Hobart	\$195	Nil
Company Director Course	Australian Institute of Company Directors	Hobart	\$6,310	Nil
Forest Fire Fighting	Forestry Tasmania	Hobart	Internal	Nil



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In regard to your request for;

A copy of the GBE current professional development and training policy (or similar) detailing the responsibilities of the employee attending the training once completed, to report or share the training information with other employees within their divisional or department."

I have enclosed a copy of Forestry Tasmania's Training and Development Policy. Given the nature of the training undertaken, which in most cases is undertaken by staff throughout the organisation, there is no written requirement to report or share training information with other employees. However, this does occur where specialised courses are attended by individual employees.

Yours sincerely



James Shevlin
Executive General Manager,
Communications and Stakeholder Engagement
Designated RTI Officer

The purpose of this policy is to ensure the development and training needs of Forestry Tasmania employees are identified, provided and recorded appropriately and to confirm where necessary and practical, others working on behalf of Forestry Tasmania undertake prescribed training prior to commencing work.

The training and development of employees to meet current and projected business needs is a critical factor in the achievement of the Corporation's Vision, Mission and Objectives.

Development opportunities are considered for employees who demonstrate through their on-the-job performance, the talent, willingness and capacity to be considered for future opportunities.

Through this policy Forestry Tasmania supports and actively encourages:

- Processes that ensure all employees receive appropriate training necessary to protect their health and perform work in a safe and environmentally sound manner.
- Fair and equitable training based on Equal Employment Opportunities.
- Identification of training and competency needs in consultation with employees and managers as necessary.
- A diverse workforce covering many different roles and levels.
- Skills extension through training and mentoring from existing staff.
- Provision of training by persons with appropriate knowledge, skills and experience.
- The concept of multi-skilling within the workforce.
- Acquisition of new work practices, knowledge and skills for improved efficiency and productive output.
- A wider understanding and knowledge of issues and work practices.
- Monitoring the effectiveness of training undertaken.
- A culture of continuous improvement within the organisation.
- Employees to reach their potential.
- Maintenance of training records.