

## Right to Information Decision – Public Disclosure Log

### Right to Information No.: RTI201516-065

#### Decision and Statement of Reasons

- 1 **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 10 October 2014 to current.**
- 2 **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.**

Training	Company	Location	Cost	Other Costs
Advanced Negotiation Skills	Scotwork Australia	TAS	\$4 212	-
Advanced Negotiation Skills	Scotwork Australia	TAS	\$4 212	-
APAC Forum	Hardy Group International	New Zealand	-	\$2 446.53
Creating and Communicating the Innovation Message	University of Tasmania	TAS	-	-
Creating and Communicating the Innovation Message	University of Tasmania	TAS	-	-
Creating and Communicating the Innovation Message	University of Tasmania	TAS	-	-
Email Ninja	The Training Consortium	TAS	\$155	-
Evaluation and Evidence Based Research Methods	University of Tasmania	TAS	-	-
Executive Leadership and Emergency Management Training Day	DHHS	TAS	-	-
Executive Leadership and Emergency Management Training Day	University of Tasmania	TAS	-	-
Executive Leadership and Emergency Management Training Day	DHHS	TAS	-	-
Executive Learning Set	Hardy Group International	VIC	-	\$615.70
Executive Learning Set	Hardy Group International	TAS	-	-
Executive Learning Set	Hardy Group	QLD	-	\$934.70

International				
Executive Learning Set	Hardy Group International	New Zealand	-	Price associated with APAC Forum
First Aid Recertification	Red Cross Australia	TAS	\$300	-
Future Health Leaders Workshop	University of New South Wales	NSW	-	\$1 721.24
Introduction to Higher Degree by Research	University of Tasmania	TAS	-	-
IPAA Executive Forum 2015	Institute of Public Administration Australia	TAS	\$550	-
Mental Health First Aid Training	Anglicare	TAS	\$130	-
Mentor Program	Life Support Force	TAS	\$4 450	-
National Foster and Kinship Carer Conference 2014	Foster Carer Association of Tasmania	TAS	-	\$475
National Housing Conference	Australasian Housing and Urban Research Institute	WA	-	\$2 623.40
National Housing Conference	Australasian Housing and Urban Research Institute	WA	-	\$2 443.90
Spatially Enabling Health and Community Services	The Training Consortium	TAS	\$65	-
Strategy Execution – an Executive Seminar	The Training Consortium	TAS	\$125	-

### Question 3

- 3 A copy of the Departments 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 division or department.**

The information below is in the Senior Executive Procedure.

### **SES Performance Management System and Salary Progression**

- An SES officer will possess or be developing the capabilities set out in the Tasmanian State Service [Senior Leadership Capability Framework](#).
- The Head of Agency must establish a Performance Management System for SES officers.

- The Agency's SES Performance Management System must be moderated by the Head of Agency and/or the Agency Executive to ensure consistency and alignment of Performance Management Plans with the following elements:
  - Agency's business/strategic plans and priorities
  - Whole-of-Government policy priorities
  - Agency values and behaviour objectives
  - Tasmanian State Service Senior Executive Capability Framework
- A Performance Management Plan (PMP) must be developed for each SES officer, and managed as per ED 17. The template can be found here [http://www.dpac.tas.gov.au/divisions/ssmo/senior\\_executives](http://www.dpac.tas.gov.au/divisions/ssmo/senior_executives).
- An officer must only progress to the next Salary Progression Point in the SES salary progression structure when all prescribed requirements in the PMP have been met.

## **SES Performance Management System and Salary Progression**

- 1 A Performance Management Plan (PMP) is developed for each senior executive officer by their relevant Delegate, using the PMP template.
- 2 No later than annually, the relevant Delegate meets with the officer to review the officer's PMP.