

16 December 2015

The Hon Bryan Green MP
Labor Leader
Parliament House
HOBART TAS 7000

(by email to bryan.green@parliament.tas.gov.au and
karelle.logan@parliament.tas.gov.au)

Dear Mr Green

Right to Information Request – 18 November 2015 – Training and Professional Development for Senior Executives

I refer to your request pursuant to the *Right to Information Act 2009 (RTI Act)* received on 18 November 2015 by Hydro Tasmania. I am authorised to make decisions on behalf of Hydro Tasmania in respect of applications for information under the *RTI Act*.

1. Your Request

Your request was for an assessed disclosure as follows:

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.
3. A copy of the 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.

2. Determination and Reasons for Determination

2.1 Information relevant to the Request

I have determined that the following information is relevant to your request.

Items 1 and 2 of your request have been provided in the attached spreadsheet covering training and professional development for senior executives and the CEO.

Item 3 of your request has been provided in the form of Hydro Tasmania's Learning and Development Guideline.

3. Review of Rights

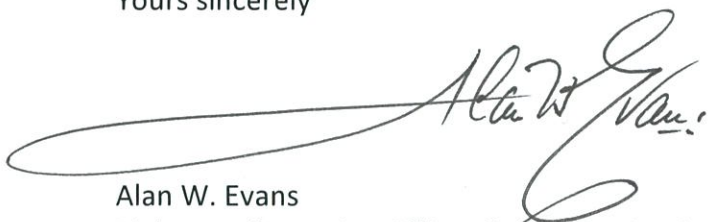
You are entitled under Section 43 of the *RTI Act* to apply for a review of the decision made.

Any request for such review should be made in writing within twenty working days of receiving this letter and addressed to:

Chief Executive Officer
Hydro Tasmania
4 Elizabeth Street
HOBART TAS 7000

Should you have any questions on the information provided please contact the undersigned.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Alan W. Evans', with a long, sweeping underline that extends to the left.

Alan W. Evans
Right to Information Officer & Corporation Secretary

P 03 6230 5300

e alan.evans@hydro.com.au

Training and Professional Development for Senior Executives at Hydro Tasmania

Course Name	Training Provider	Location	Course Cost	Flights & Accommodation	Comments
Presentation Skills	rogenSI	Elizabeth St, Hobart TAS	\$1,430.00	N/A	1 Senior Manager
Company Directors Course Update	Australian Institute of Company Directors	Grand Chancellor TAS	\$1,750.00	N/A	1 Senior Manager
Inclusive Leadership Workshop (Unconscious Bias)	Diversity Partners	Elizabeth St, Hobart TAS/Melbourne, VIC	\$1,760.00	N/A	11 Senior Managers
Mental Health Awareness	HSC	Elizabeth St, Hobart TAS/Melbourne, VIC	\$700.00	N/A	11 Senior Managers
SAFESTART Training sessions	SafeStart	Elizabeth St, Hobart TAS/Melbourne, VIC	\$400/person	N/A	11 Senior Managers
Drug and Alcohol Education and Awareness	Integrity Sampling	Elizabeth St, Hobart TAS/Melbourne, VIC	\$700.00	N/A	10 Senior Managers
Due Diligence	In-house training	Elizabeth St, Hobart TAS/Melbourne, VIC	N/A	N/A	10 Senior Managers
Fatigue management	In-house training	Elizabeth St, Hobart TAS/Melbourne, VIC	N/A	N/A	9 Senior Managers
Emergency Management Training	In-house training	Cambridge, Tasmania	N/A	N/A	1 Senior Manager
HSE Level 2 Training	In-house training	Cambridge, Tasmania	N/A	N/A	1 Senior Manager
Setting SMART Goals & Having Authentic Conversations	In-house training	Cambridge, Tasmania	N/A	N/A	1 Senior Manager
Aboriginal Cultural Awareness Training Day	In-house training	Cambridge, Tasmania	N/A	N/A	1 Senior Manager
Transformational Leadership Program	Change Focus	Hobart	\$16,830.00	Included	8 Senior Managers

Learning & Development Guideline

In This Guideline

1.0	Context	2
2.0	Scope	2
3.0	Objectives	2
4.0	Guideline Detail	2
5.0	Definitions	3
6.0	Links	3
7.0	Accountability	3
8.0	Breaches	4
9.0	Related Documents	4
10.0	Keywords	4
11.0	Quality Records	4
12.0	Additional Help	4

Hydro Tasmania Guideline

Title: Learning & Development Guideline

Version 0.3

Document Owner: Head of Human
Resources

Approver: Director Corporate Services

Date Updated: 7 March 2013

Date Approved:

Date Effective:

1.0 Context

This guideline provides guidance in relation to the provision of learning and development activities at Hydro Tasmania.

2.0 Scope

These guidelines are for all Hydro Tasmania and Entura employees.

3.0 Objectives

Hydro Tasmania recognises that our people bring a wealth of knowledge, skills and experience to our business, which contributes directly to business performance.

The objective of the guideline is to reinforce that continual development of our employees is a key component of business growth.

4.0 Guideline Detail

Our people's learning and development needs must be assessed:

- in a business context
- with consideration to the training and development required:
 - to improve the employee's performance in their current position;
 - to help the employee prepare for a future position;
 - to help with the employee's broader career development.
- by determining priority areas for learning and development in the short, medium and long term; and,
- with consideration to budget and return on investment in the activity.

Training and/or development options include, but are not limited to:

- on-the-job training;
- off-the-job training, including attendance at local and distance programs, conferences and courses;
- e-learning;
- mentoring;
- coaching;
- shadowing; and,
- industry exchanges/secondments.

All learning and development supported by the business must be outlined and agreed in the employee's development plan.

5.0 Definitions

Learning	The acquisition of knowledge or skills through experience, practice, or study, or by being taught.
Training	All activities aimed at improving an employee's skills, knowledge and/or behaviour.
Development	Opportunities that aim to prepare employees to meet changing business needs and future role changes.
On-the-job	Includes project work and developmental tasks conducted on site during normal work hours.
Off-the-job	Includes any training which is undertaken away from the immediate job tasks, e.g., tertiary courses, short courses, seminars, conferences, and accredited training.
e-learning	Computer-based training and development programs.
Mentoring	Typically involves a more experienced person sharing their skills/experience with another.
Coaching	Coaching involves offering support, guidance and encouragement when needed to assist an individual in achieving their desired goal(s).
Shadowing	Typically involves accompanying someone on their day to day duties to gain an understanding of role and responsibilities.
Industry exchanges/ secondments	Involves formally arranged opportunities to enable employees to work and develop skills in a different environment.

6.0 Links

- [Graduate Development Program](#)
- [Sir Allan Knight](#)
- [Hydro Tasmania e-learning centre](#)
- [Myhydro Career Development page](#)

7.0 Accountability

Managers are responsible for:

- ensuring that employees have the necessary competencies to perform their current duties
- looking ahead to identify the training and development needed to meet their area's future needs
- creating an environment that supports continual learning and development at the individual and team level
- facilitating the transfer of knowledge and experience

allocating appropriate resources (time and money) to people development activities, utilising business, workforce planning and the Performance Development Review processes.

Individual employees are responsible for:

- taking primary responsibility for their own learning and development
- identifying current needs and looking ahead to their future career development

Human Resources Officers (Training) are responsible for:

- coordinating compliance training, including liaising with candidates and training providers; and,
- maintaining central training records.

Organisational Development Manager is responsible for:

- maintaining the Learning and Development Guideline;
- overseeing centralised learning and development activities/programs, e.g., Graduate Program;
- maintaining centralised learning and development processes in line with business requirements; and,
- providing advice to the business on training.

8.0 Breaches

Not Applicable

9.0 Related Documents

- [Study Assistance and Leave Procedure](#)
- [Performance and Development Review Procedure \(Hydro Tasmania\)](#)
- [Capability & Performance Procedure \(Entura\)](#)

10.0 Keywords

Learning, development, training, education, study.

11.0 Quality Records

Records of training and qualifications are kept on the employees' personal file.

12.0 Additional Help

Human Resources Advisor

Organisational Development Manager