

Minister for Police, Fire and Emergency Management  
Minister for Housing and Planning  
Minister for Skills and Training

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Hon Tania Rattray MLC  
Chair  
Legislative Council Estimates Committee 'B'  
Via email: [julie.thompson@parliament.tas.gov.au](mailto:julie.thompson@parliament.tas.gov.au)

Dear Chair

Thank you for your correspondence dated 26 September 2024 regarding questions taken on notice at the hearing held 26 September 2024.

I am advised there have been six courses cancelled or postponed due to staffing challenges since July 2022, including three pre-apprenticeship courses (one Certificate II (Plumbing) course and two Cert II (Careers Start) courses where staffing resources needed to prioritise apprenticeship training over pre-apprenticeship training) and one Diploma of Nursing course in which the September 2022 course was postponed until the following year.

Thank you again for your interest in these matters.

Yours sincerely



Hon Felix Ellis MP  
**Minister for Skills and Training**

7/10/2024

Att. TasTAFE Guideline relating to Right To Information

# Guidelines – Requests for Information (RTI)

TasTAFE will adhere to the requirements of reporting and management of requests received under the Right to Information Act 2009 (the Act). The Act allows members of the public to request information held by public authorities.

TasTAFE will follow the RTI framework including the mandate for the proactive release of information and the minimisation of fees payable for the formal release of information.

## Responsibilities

- The Chief Executive Officer is the Principal Officer for TasTAFE under the Act. The Chief Executive Officer will make decisions relating to the release (or not) of information sought under the Act.
- The Chief Executive Officer can delegate an appropriate person as TasTAFE's RTI Officer. The RTI Officer is responsible for:-
  - responding to enquiries about RTIs from applicants or their representatives
  - responding to enquiries about RTIs from the Office of the Ombudsman
  - corresponding with RTI applicants or their representatives
  - gathering information requested under the RTI
  - supporting the Chief Executive Officer in ensuring compliance to the principles and requirements of the Act.
  - assessing whether an application fee is to be applied to the RTI.
- All TasTAFE staff who are called upon to provide information to respond to RTI requests are required to do so in a timely manner and within requested deadlines.
- RTI applicants may choose to complete the TasTAFE RTI Request form available via its public website or email the OCEO clearly stating the nature of the request consistent with the Act.

## Disclosure Log

TasTAFE will maintain and publish de-identified information on its website for requests that are determined as an assessed disclosure under the Act.

## Reporting

TasTAFE will report data of Requests for Information in its annual report.

TasTAFE will submit statistics relating to RTI requests to the Secretary of the Department of Justice for preparation of their annual report relating to the administration of the Act.

## Review

These Guidelines will be reviewed annually.

## Contact points

Responsibility	Contact person	Contact number
Office of the CEO	Director, Governance and Corporate Affairs	03 6165 5672

**Date of next review:** January 2025