

Tree Felling Project Technical Committee Subject Matter Expert (SME) Terms of Reference

A Subject Matter Expert (SME) who is a member of the Tree Felling Project Technical Committee has been identified as someone with in-depth knowledge of their field, who is willing to volunteer as a participant in a project to review and develop training package products in the tree felling and forest operations sectors for the FWP Forest and Wood Products Training Package Training Package.

SME input will help shape the training package products that are developed, ensuring they meet industry needs and produce real-life job outcomes.

How SME input contributes to the project

SMEs provide expert intelligence and advice to Skills Insight on the required skills and knowledge in contemporary workplaces, as well as emerging industry practices and future training requirements.

SME input may include:

- Identifying key job roles and required skills
- Ensuring terminology, tasks and sub tasks conform to industry requirements within units of competency and that assessment requirements and conditions identified are reasonable and practicable.
- Validating training package products so that they address current and future industry needs.

What SMEs may be asked to do

- Confirm that industry and licensing/regulatory requirements are met in the materials developed where applicable
- Attend meetings/workshops (either online or in person) to share input and contribute expertise on the development of draft products
- Provide feedback via feedback hub, email, phone or at face-to-face meetings/workshops and webinars
- Share project materials with other experts within their networks for their input and feedback
- Help spread the word through their networks so that other interested parties can be involved and made aware of the work taking place that may impact them.

How will SME details be used?

All SME information will be used and protected according to the Skills Insight Privacy Policy available at skillsinsight.com.au/privacy-policy.

In addition, in order to adhere to policies associated with developing training package products (as outlined in the [Training Package Products Development and Endorsement Process Policy](#)), Skills Insight may be required to display the name and organisation of SMEs on the relevant project webpage on the Skills Insight website and in training package product submission documentation, identifying them as someone who has contributed to this project. Should an SME wish to remain anonymous they can inform Skills Insight and only their organisation name will be published.

Tree Felling Project Technical Committee members

Organisation	Name
Foresite Group	James Maund
Arbortrim Training	Oliver Moore
Australian Timber Trainers Association	Rod Stebbing
Department of Biodiversity, Conservation and Attractions	George Laws
Department of Energy, Environment and Climate Action	David Bowdern
ENSPEC Pty Ltd	Craig Hallam
Worksafe Victoria	James Doulis
Timber Training Creswick	Rick Birch
Training Services Tasmania	Ricky Midson
MTO Group	Ian McLeod
Towie Timber Training	Bill Towie

Organisation	Name
Lemke Timber Training	Anonymous
IFS Forestry Consultancy & Management	Paul Walford
Tairawhiti Timber Training Ltd	Alan Paulson
