

**Senate Standing Committee on Environment and Communications**  
**Legislation Committee**  
Answers to questions on notice  
**Sustainability, Environment, Water, Population and Communities portfolio**  
Additional Budget Estimates, February 2013

**Program: Division or Agency:** Corporate: CSD **Question 172**  
**Topic:** Portfolio Wide – media subscriptions **No:**  
**Proof Hansard Page and Date** Written  
**or Written Question:**

**Senator Birmingham asked:**

1. What pay TV subscriptions does your department/agency have?
2. Please provide a list of what channels and the reason for each channel?
3. What is the cost for this financial year to date?
4. What newspaper subscriptions does your department/agency have?
5. Please provide a list of newspaper subscriptions and the reason for each?
6. What is the cost for this financial year to date?
7. What magazine subscriptions does your department/agency have?
8. Please provide a list of magazine subscriptions and the reason for each?
9. What is the cost for this financial year to date?

**Answer:**

***Department of Sustainability, Environment, Water, Population and Communities***

1. The department has Foxtel pay TV Subscriptions.
2. The basic business package includes BBC World, CNBC, Fox News, Fox Sports 1, 2 and 3, A-PAC, Sky News Australia, Sky News for Business and Sky. These channels are included in the standard Business Information Package and are used to assist with identifying and tracking issues relevant to the portfolio.
3. The cost for this financial year to date is \$3,990.90 GST exclusive.
4. Please refer to **Attachment A**.
5. The department subscribes to a number of newspapers to assist with identifying and tracking issues relevant to the portfolio and issues impacting on key stakeholders.
6. The cost for this financial year to date is \$28,684.30 GST exclusive.
7. The department subscribes to a range of professional and scientific journals in the course of delivering its programs and business. Where possible management of the subscriptions is undertaken through a central information service to ensure discounts are achieved and the subscriptions are managed in a cost effective manner. Based on this process a list of current subscriptions for the Department is at **Attachment B**.

8. As outlined above the list of managed subscriptions is at **Attachment B**.  
Subscription services for professional and scientific journals have been used within the department for more than 10 years, with the provision of these services being streamlined significantly over the course of recent years. The journals provide information relevant to the identification and tracking of issues relevant to the portfolio. Most of these items form part of the technical information service provided to staff across the department.
9. The cost for this financial year to date is \$197,639.92 GST exclusive.

#### ***Great Barrier Reef Marine Park Authority***

1. Not applicable.
2. Not applicable.
3. Not applicable.
4. Townsville Bulletin, the Courier Mail and the Australian.
5. Townsville Bulletin – media monitoring and keeping abreast of local and regional events that may impact on the GBRMPA.

The Courier Mail – media monitoring and keeping abreast of local and regional events that may impact on the GBRMPA.

The Australian – media monitoring and keeping abreast of national events that may impact on the GBRMPA.

6. The cost for this financial year to date is \$2,060.
7. GBRMPA subscribes to scientific and specialist journals and periodicals.
8. The library subscribes to these periodicals to enable staff to keep abreast of the latest information. Please refer to **Attachment B**.
9. The cost for this financial year to date is \$30,368 GST exclusive.

#### ***Murray-Darling Basin Authority***

1. None.
2. Not applicable.
3. The cost for this financial year to date is \$0.
4. The Authority cancelled all newspaper subscriptions effective September 2012.
5. Not applicable.
6. The cost for this financial year to date is \$5,577.88.
7. The Authority utilises scientific and social economic journal and magazine compilers (Academic Search Complete, Environment Complete and the Australia/NZ reference centre) to access a large number of professional journals and magazines.
8. Access to the above is to address the information needs for ecological, social, economic and hydrological science and policy needs of the Authority.
9. The cost for this financial year to date is \$118,931.52.

### ***Sydney Harbour Federation Trust***

1. Nil.
2. Not applicable.
3. Nil.
4. Sydney Morning Herald, the Daily Telegraph and the Australian.
5. The Trust's newspaper subscriptions are crucial for the organisation to be aware of important political, social and economic issues and specific events that could affect the work of the Trust.
6. The cost for this financial year to date is \$823.98 GST inclusive.
7. Nil.
8. Not applicable.
9. Nil.

### ***National Water Commission***

1. Nil.
2. Not applicable.
3. Not applicable.
4. The Commission subscribes to the Australian, the Canberra Times, the Australian Financial Review, Sydney Morning Herald, the Land and Weekly Times.
5. The Commission subscribes to the newspapers to assist with identifying emerging issues and track areas of national, regional and local interest relevant to the Commission.
6. The cost for this financial year to 31 January 2013 was \$3,108 GST inclusive.
7. The Commission subscribes to the Water, Materials and Energy Magazine.
8. The Commission subscribes to the Water, Materials and Energy Magazine to assist with identifying emerging issues and tracking areas of interest relevant to the Commission.
9. No funds have been spent on magazine subscriptions this financial year to 31 January 2013.

### ***Director of National Parks***

1. Not applicable.
2. Not applicable.
3. Not applicable.
4. Director of National Parks subscribes to the NT News and the South Coast Register.
5. Both papers commonly have articles of interest to the parks (Kakadu National Park or Booderee National Park) or include articles specifically related to or about them.
6. The cost for this financial year to date is \$268.89.

7. Director of National Parks subscribes to the Australian National Geographic magazine.
8. They subscribe to the magazine which the Director of National Parks has interests in or to review articles which they are mentioned in.
9. The cost for this financial year to date is \$145.45.

***Bureau of Meteorology***

1. The National Meteorological and Oceanographic Centre in Melbourne, the Regional Forecasting Centre in Brisbane and the Giles Meteorological Office subscribes to Foxtel and the Willis Island Meteorological Office subscribes to Austar.
2. The Bureau subscribes to keep across the situational awareness for routine media broadcasts during extreme weather events and entertainment for staff based at a very remote locality.
3. The cost for this financial year to date is \$2,326.90.
4. The Bureau subscribes to the Age, the Herald Sun, the Australian, the Australian Financial Review, The West Australian and the NT News.
5. They subscribe for current awareness and post production weather graphics monitoring.
6. The cost for this financial year to date is \$3,570.85.
7. Please refer to **Attachment B**.
8. The Bureau subscribes to these periodicals to enable staff to keep abreast of the latest information.
9. The cost for this financial year to date is \$7,352.28.

***Department of Sustainability, Environment, Water, Population and Communities  
newspaper subscriptions***

Australian Financial Review.

Barrier Daily Truth.

Canberra Times.

Deniliquin Pastoral Times.

National Indigenous Times.

Northern Territory News.

Stock Journal.

Sunday Territorian.

Sydney Morning Herald.

Tasmanian Country.

Territory Regional Weekly.

The Australian.

The Guardian.

The Land.

The Mercury.

Weekend Australian.

Weekly times.

***Department of Sustainability, Environment, Water, Population and Communities  
magazine/journal subscriptions***

AJM: Alpine gardener  
Ambio  
American fern journal  
Annals  
Annals Geophysicae  
Annals of Glaciology  
Annals of the International Commission on Radiological Protection  
Annals of the Missouri Botanical Garden  
Antarctic  
Antarctic Record  
Antarctic Science  
Antimicrobial Agents and Chemotherapy  
Applied and Environmental Microbiology  
Aquatic conservation  
Aquatic Microbial Ecology  
Archaeology in Oceania  
Arctic  
Arctic Antarctic & Alpine Research  
Ardea  
Art antiquity and law  
Asia Pacific journal of environmental law  
Auk  
Ausmarine  
Austral ecology  
Australasian Journal of Environmental Management  
Australasian journal of natural resources law and policy  
Australasian Ornithologists Union  
Australasian parks & leisure

Australasian Science  
Australasian science incorporating Search  
Australian Aboriginal studies  
Australian archaeology  
Australian aviary life  
Australian birdlife  
Australian bird keeper  
Australian Conservation Foundation  
Australian Construction Handbook  
Australian Cotton Grower  
Australian entomologist  
Australian environment review  
Australian Financial Review  
Australian forestry  
Australian garden history  
Australian geographer  
Australian Geographic  
Australian historical studies  
Australian journal of botany  
Australian journal of entomology  
Australian Journal of Maritime & Ocean Affairs  
Australian journal of mining  
Australian journal of public administration  
Australian journal of water resources  
Australian journal of zoology  
Australian law journal  
Australian Mammalogy  
Australian Marine Science Bulletin  
Australian maritime digest  
Australian Meteorological and oceanographic Journal  
Australian orchid review

Australian Personal Computer  
Australian planner  
Australian systematic botany  
Australian zoologist  
Australia's mining monthly  
Automotive Engineering  
Bibliography of systematic mycology  
Biodiversity and conservation  
Biological conservation  
Biological invasions  
BioScience  
Blumea  
British Medical Journal  
Boletin Antartico Chileno  
Botanical review  
Bryological times  
Bulletin of Glaciological Research  
Bulletin of zoological nomenclature  
C&EN: Chemical & engineering news  
Canberra historical journal  
Chain Reaction  
Capture Commercial Photography  
CE Daily  
Choice  
Choice: journal of the Australian Consumers' Association  
Climbing  
Clinical and Diagnostic Laboratory Immunology  
Clinical Microbiology Reviews  
Cold Regions Science & Technology  
Colong bulletin  
Condor



Conservation biology  
Conservation letters  
Coral reefs  
Cosmos  
Cryptogamie mycolgie  
Curtis's botanical magazine  
Deep Sea Research Part 1 & Part 2  
Desktop Magazine  
Ecography  
Ecolibrium  
Ecological economics  
Ecological Management & Restoration  
Economist  
Ecos  
Ecotoxicology  
Ecotoxicology & environmental safety  
Electronics World  
Emu  
Encephalartos  
EnviroInfo Premium  
Environment: science and policy for sustainable development  
Environmental and planning law journal  
Environmental conservation  
Environmental impact assessment review  
Environmental management  
Environmental manager  
Environmental policy and law  
Environmental science and technology  
Environmental toxicology  
Environmental toxicology and chemistry  
Estuarine Coastal & Shelf Science

Europolitics environment  
Explorations, Scripps Inst. Of Oceanography  
Fast Company  
Fern gazette  
Fiddlehead forum  
Field bryology  
Fish & fisheries  
Fishery Bulletin  
Fishing News International  
Food magazine  
Forest Ecology & Management  
Freshwater Science  
Fungimap news  
Gardening Australia  
Geographical  
Geophysical Institute Quarterly  
Global Change Magazine  
Globe Aus  
Global environmental politics  
Gold & minerals gazette  
Eukaryotic Cell  
Habitat  
Habitat Australia  
Harvard business review  
Hattoria  
Heritage living  
Historic environment  
History  
History Australia  
Hikobia  
Historical records of Australian science

HR monthly

IATA Dangerous Goods Regulations

Ibis

Ice

Ice Breaker

Ices Journal of Marine Science

IMDG Code (International Maritime Dangerous Goods Code)

Impact Assessment & Management Appraisal

Impact assessment and project appraisal

Incite

Index of fungi

Infection and Immunity

Injury

Inside Knowledge

International environment reporter

International Journal of Circumpolar Health

International journal of heritage studies

International newsletter on rock art

Invertebrate systematics

JARN Magazine (Japan Air Conditioning, Heating and Refrigeration News) (hardcopy)

Journal of Animal Ecology

Journal of Applied Ecology

Journal of Atmospheric & Solar Terrestrial Physics

Journal of Atmospheric Sciences

Journal of Bacteriology

Journal of bryology

Journal of Business Continuity & Emergency Planning

Journal of Cetacean Research & Management

Journal of cleaner production

Journal of Clinical Microbiology

Journal of environment and development

Journal of environmental economics and management

Journal of environmental quality

Journal of Geophysical Research (7 parts online)

Journal of Glaciology

Journal of industrial ecology

Journal of Industrial Relations

Journal of international wildlife law & policy

Journal of Mammalogy

Journal of Plankton Research

Journal of the Air & Waste Management Association

Journal of the Marine Biological Association UK'

Journal of the Royal Australian Historical Society

Journal of the Royal Society of New Zealand

Journal of the Royal Society of Western Australia

Journal of Virology

Kew

Kew bulletin

Koori mail

Landscape architecture

Landscape architecture Australia

Landscape ecology

Landscape (WA)

Legacy

Lichenologist

Limnology & Oceanography

Lloyd's List DCN (Daily Commercial News)

Mammalia

Margaret Gee's Australian media guide

Marine & Coastal Fisheries: Dynamics, Management & Ecosystem Science (online)

Marine & freshwater research

Marine Biology

Marine Ecology  
Marine Ecology Progress Series  
Marine Mammal Science  
Marine Ornithology  
Marine policy  
Marine Pollution Bulletin  
Master Builder  
Microbiology and Molecular Biology Reviews  
MIMS Annual & Bi-Monthly Supplements  
Molecular and Cellular Biology  
Nature  
Nature Biotechnology  
National environmental law review  
National Geographic  
National Trust Magazine (NSW)  
Natural Heritage  
Natural History  
Nature  
Nature climate change  
Nature Nanotechnology  
Nature New South Wales  
Nautical Almanac  
New Scientist (e-news)  
New Scientist Australasian  
New Zealand journal of botany  
New Zealand native orchid journal  
Nordic journal of botany  
Norfolk Islander  
Northern Territory Naturalist  
Notornis  
Novon

NPA bulletin

Ocean & coastal management

Oceanography

OECD Observer

Oil & gas gazette

Old Machinery Magazine

Old news: Canberra Archaeological Society newsletter

Online currents

Orchadian

Orchidee

Orchid Digest

Orchid review

Orchids South Africa

Ornithological Monographs, (incl Southern Bird & State of NZ Birds)

Outlooks on pest management

Pacific conservation biology

Pacific horticulture

Palms & cycads

Palms: journal of the International Palm Society

Papers & Proceedings of the Royal Society of Tasmania

Park watch

Pesticide news

Phytologia

Plant protection quarterly

Planetary & Space Science

Plantsman

Plumbing connection

Polar Bioscience

Polar Geography

Polar Record

Polar Research Norwegian Polar Institute

Polar Science  
Policy  
Print  
Position magazine  
Potoroo review  
Proceedings of the National Academy of Science (e-news)  
Proceedings of the National Academy of Sciences USA  
Proceedings of the Royal Society of Queensland  
Pteridologist  
Public garden: the journal of the American Association of Botanical Gardens and Arboreta  
Queensland naturalist  
Rangeland Journal  
Recycling international  
Renewable & Sustainable Energy Reviews  
Renew: technology for a sustainable future  
Resource and energy projects service (REPS)  
Resource recycling  
Reviews of Geophysics  
Richardiana  
River research and application  
Rock & Ice  
Rock art research  
Science  
Scientific American  
Seed Science & Technology  
Seed science research  
Seed testing International  
Selbyana  
Ships & Shipping  
Signals  
Silicon Chip

South African journal of botany  
South Australian Naturalist  
Standards Premium Subscription  
Star Almanac  
Sydney Morning Herald  
T + D: better performance through workplace learning  
Tasmania, Forty Degrees South  
Tasmanian Historical Research Association: papers & proceedings  
Tasmanian naturalist  
Taxon  
Technical Rescue  
Terra Antarctica  
The Australian  
The Canberra Times  
The Economist  
The Land  
The Lichenologist  
Transactions of the Royal Society of South Australia  
Trends in ecology & evolution  
Total environment  
Training and development in Australia  
Turning the tide  
Urban ecosystems  
Victorian naturalist  
Waste Management & Environment  
Waste disposal & water management in Australia  
Water: official journal of the Australian Water & Wastewater Association  
Web Designer  
Weekly Times  
West Australian naturalist  
Wild



Wilderness & Environmental Medicine

Wildlife Australia

Wildlife Research

Wingspan

Wired Magazine

WME: Waste management and environment

## ***Great Barrier Reef Marine Park Authority subscriptions***

Ambio

Austral Ecology

Australasian Journal of Environmental Management

Australasian Journal of Natural Resources Law and Policy

Australian Aboriginal Studies: Journal of the Australian Institute of Aboriginal Studies

Australian Journal of Public Administration

Coastal Management

Conservation

Conservation Biology

Coral

Coral Reefs

Ecological Applications

Ecos - Australia

Environmental and planning law journal

Environmental Conservation

Environmental Management

Fish and Fisheries

Global Aquaculture Advocate

Globe - Australia

Impact Assessment and Project Appraisal

Indigenous Law Bulletin

International Journal of Marine and Coastal Law

Journal of Cetacean Research and Management

Marine and Freshwater Research

Marine Mammal Science

Marine Ornithology

Marine Resource Economics

Naga: the Worldfish Center Quarterly

New Scientist - Australasian ed

New Scientist Archive

Pacific Conservation Biology  
Public Administration Today  
Queensland Archaeological Research  
Society & Natural Resources  
Torres News  
Tourism in Marine Environments  
World Heritage Review - English Ed  
Environmental Impact Assessment Review  
Marine Policy  
Marine Pollution Bulletin  
Ocean and Coastal Management  
Tourism Management  
Australian Administrative law service and bulletin  
Law of Intellectual Property  
Australian Labour Law Reporter  
Lang's Commercial Leasing in Australia  
Australian Contract Law Reporter  
Administrative Appeals Tribunals practice  
Australian Corporations Law – principles and practice  
Court forms, precedents and pleadings  
Ford's principles of corporation law  
Intellectual property precedents  
Native Title service  
Workplace relations Australia  
Kelly and Ball principles of insurance law  
Federal criminal law  
Federal civil litigation precedents  
Journal of contract law  
Halsbury's laws of Australia  
Casebase  
Australian Encyclopaedia of forms and precedents

***Bureau of Meteorology subscriptions***

Australasian Science

Australian PC User

Australian Aviation

Aviation Week and Space Technology

Buoyweather

CADalyst

Choice

Choice Computer

Council Leader

Crikey

Desktop Magazine

EDN

Electronics World

Government News

Harvard Business Review Magazine

IPAA – Public Administration

Law Institute Journal

MacFormat

National Weather Digest

New Scientist

PC

PC & Tech Authority

**Senate Standing Committee on Environment and Communications**  
**Legislation Committee**  
Answers to questions on notice  
**Sustainability, Environment, Water, Population and Communities portfolio**  
Additional Budget Estimates, February 2013

**Program: Division or Agency:** Corporate: CSD **Question No:** 173  
**Topic:** Portfolio Wide – travel costs  
**Proof Hansard Page and Date** Written  
**or Written Question:**

**Senator Birmingham asked:**

1. For the financial year to date, please detail all travel for departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel? Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
2. For the financial year to date, please detail all travel for departmental officers? Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.
3. What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.
4. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.
5. Are the Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11) guidelines being followed? How is the department/agency following the advice? How is this monitored? If the guidelines are not being followed, please explain why?
6. Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the total costs of the lounge memberships.
7. When SES employees travel, do any support or administrative staff (such as an Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel?
8. Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?

**Answer:**

***Department of Sustainability, Environment, Water, Population and Communities***

1. The department does not record travel data in a way that would readily allow an answer to be provided to this question without substantial diversion of departmental resources.

2. Please refer to the following table noting that:

- The department is unable to provide a breakdown of type of fares from its financial management information system.
- Accommodation expenses are only accurate for domestic non-SES officers. As international accommodation and domestic SES officer accommodation is usually paid by credit card, these expenses are not captured in the SAP travel module. Travel is undertaken to ensure the Australian Government or the portfolio's domestic and international interests and obligations are met.

<b>Travel Expense</b>	<b>2012/13 YTD (31 January 2013)</b>
International Airfares	\$694,491
International Accommodation & Allowances	\$162,593
International Other Expenses	\$17,254
Domestic Airfares	\$1,753,597
Domestic Accommodation & Allowances	\$1,833,822
Domestic Other Expenses	\$286,082
<b>Total</b>	<b>\$4,747,839</b>

3. As at 25 February 2013, 517 domestic trips and 19 International trips were planned. Travel is undertaken to ensure the Australian Government or the portfolio's domestic and international interests and obligations are met.

4. As at 25 February 2013, 518 domestic trips and 19 International trips were planned. Travel is undertaken to ensure the Australian Government or the portfolio's domestic and international interests and obligations are met.

5. Yes, noting that:

- Lowest Practical Fare for Domestic Air Travel (Finance Circular No. 2009/10) has been replaced with Use of the Lowest Practical Fare for Official Domestic Air Travel (Finance Circular No. 2012/04).
- Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11) has been replaced with Best Fare of the Day for International Official Air Travel (Finance Circular No. 2012/05).

Where the lowest priced airfare, as defined by Australian Government policy, is not chosen by the traveller, an alternate booking cannot be made until the reason for not selecting the lowest priced airfare is provided to the department's Travel Management Company (TMC). The TMC records these reasons and reports to the department. It should be noted that the lowest priced fare is not necessarily the Lowest Practical Fare, or the Best Fare of the Day.

6. Lounge memberships are provided to Senior Executive Service officers as an entitlement within their Common Law Contracts, and to other officers who undertake frequent travel as part of their official duties. The department pays for the following lounge memberships at an average cost of \$230 each per annum.

<b>Qantas &amp; Virgin Lounge Memberships</b>	
<b>Classification</b>	<b>Number</b>
Senior Executive Service	34
Executive Level	10
APS Level	1

7. The department is unable to provide a definitive response as our records system does not support or capture this information, but it is not departmental practice for Executive Assistants to accompany SES officers on their travel.
8. No.

**Director of National Parks**

1. Not applicable.
2. Accommodation expenses are only accurate for domestic non-SES officers. As international accommodation and domestic SES officer accommodation is usually paid by credit card, these expenses are not captured in the SAP travel module. Travel is undertaken to ensure the Australian Government or the agency's domestic and international interests and obligations are met.

<b>Travel Expense</b>	<b>2012/13 YTD (31 January 2013)</b>
International Airfares	\$16,587
International Accommodation & Allowances	\$7,605
International Other Expenses	\$524
Domestic Airfares	\$125,737
Domestic Accommodation & Allowances	\$120,351
Domestic Other Expenses	\$13,588
<b>Total</b>	<b>\$284,392</b>

3. As at 25 February 2013, 58 domestic trips and 1 International trip were planned. Travel is undertaken to ensure the Australian Government or the agency's domestic and international interests and obligations are met.
4. As at 25 February 2013, 58 domestic trips and 1 International trip were planned. Travel is undertaken to ensure the Australian Government or the agency's domestic and international interests and obligations are met.
5. Yes, noting Use of the Lowest Practical Fare for Official Domestic Air Travel Finance and Best Fare of the Day for International Official Air Travel Finance Circulars do not apply to the DNP as a *Commonwealth Authorities and Companies Act 1997* body.

Where the lowest priced airfare, as defined by Australian Government policy, is not chosen by the traveller, an alternate booking cannot be made until the reason for not selecting the lowest priced airfare is provided to the department's Travel Management Company (TMC). The TMC records these reasons and reports to the department. It should be noted that the lowest priced fare is not necessarily the Lowest Practical Fare or the Best Fare of the Day.

6. Lounge memberships are provided to Senior Executive Service officers as an entitlement, within their Common Law Contracts and to other officers who undertake frequent travel as part of their official duties. The department pays for the following lounge memberships at an average cost of \$230 each per year.

<b>Qantas Lounge Memberships</b>	
<b>Classification</b>	<b>Number</b>
Executive Level	3

7. The DNP is unable to provide a definitive response as our records system does not support or capture this information, but it is not departmental practice for Executive Assistants to accompany SES officers on their travel.
8. No.

***Bureau of Meteorology***

1. Not applicable.
2. Not applicable.
3. A range of domestic and international travel is planned for the rest of this financial year to ensure the Australian Government's and the Bureau's operational requirements and international interests and obligations are met.
4. A range of domestic and international travel is planned for the rest of the 2013 calendar year to ensure the Australian Government's and the Bureau's operational requirements and international interests and obligations are met.
5. Yes. The online booking system prompts compliance, and guidelines are being followed.
6. Yes. All Airline Memberships are related to business use. The Bureau pays for the following lounge memberships at a cost of \$290 each per annum.

<b>Qantas Lounge Memberships</b>	
<b>Classification</b>	<b>Number</b>
Senior Executive Service	2
Executive Level 2	29
Executive Level 1	19
APS Level 6	9

7. No.
8. No.

***Great Barrier Reef Marine Park Authority***

1. Not applicable.
2. Not applicable.
3. Further travel will occur to enable management of the Great Barrier Reef Marine Park as determined by resources and business requirements.
4. Travel will occur to enable management of the Great Barrier Reef Marine Park.
5. Yes, noting that:
  - Lowest Practical Fare for Domestic Air Travel (Finance Circular No. 2009/10) has been replaced with Use of the Lowest Practical Fare for Official Domestic Air Travel Finance (Finance Circular No. 2012/04).
  - Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11) has been replaced with Best Fare of the Day for International Official Air Travel (Finance Circular No. 2012/05).



Bookings are monitored by the Travel Coordinator and reports generated through the Travel Management Company.

6. Yes. Qantas Club membership is provided to 16 staff in accordance with the GBRMPA Workplace Agreement. The cost of each membership is \$290 per annum.

<b>Lounge Memberships</b>	
<b>Classification</b>	<b>Number</b>
Executive Level 2	2
Executive Level 1	7
APS Level 6	5
APS Level 5	2

7. No.
8. No.

***Murray-Darling Basin Authority***

1. Not applicable.
2. Not applicable.
3. Individual travel plans are not recorded in a way that would readily allow an answer to be provided to this question without substantial diversion of the Authority's resources. All travel is determined by resources and business requirements.
4. Individual travel plans are not recorded in a way that would readily allow an answer to be provided to this question without substantial diversion of the Authority's resources. All travel is determined by resources and business requirements.
5. Yes, the policies are followed via provision of internal guidelines to staff. Travel is monitored via reports from the travel provider.
6. Lounge memberships are provided to Senior Executive Service officers as an entitlement, within their Common Law Contracts and to other officers who undertake frequent travel as part of their official duties. The Authority pays for the following lounge memberships at an average cost of \$230 each per year.

As at 31 January 2013, the Authority provided Qantas Club airline lounge memberships to 40 employees. The total cost of memberships for this financial year to 31 January 2013 was \$7,313.

<b>Qantas Lounge Memberships</b>	
<b>Classification</b>	<b>Number</b>
Senior Executive Service	8
Executive Level 2	15
Executive Level 1	13
APS Level 6	4

7. Support staff travel with SES officers when required to effectively conduct business. There have been no instances where an Executive Assistant has travelled with an SES officer during the period 1 July 2012 to 31 January 2013.
8. No.

**National Water Commission**

1. Not applicable.
2. Not applicable.
3. The following travel was planned as at 25 February 2013 for the remainder of this financial year. Travel will also occur for attendance at Commission meetings (two planned, but details not as yet finalised) and for other official purposes related to Commission business.

<b>Destination</b>	<b>Reason</b>	<b>Explanation</b>
Canberra-Sydney-Canberra	Training	Attend Australia Water Association conference
Canberra-Chile (Santiago)-Sydney	Presentation and Trade Mission	Presentation of paper at Latin America Water Week and member of Australian Trade Commission delegation
Canberra- Melbourne- Canberra	Business meeting	Consultation with jurisdictions
Canberra- Melbourne- Canberra	Business meeting	Consultation with jurisdictions
Newcastle, New South Wales-Canberra-Newcastle, New South Wales	Business meeting	Attendance at project meetings
Adelaide-Canberra- Adelaide	Presentation	Presentation at Murray-Darling Basin meeting with visiting Mekong Delegation
Canberra-Sydney- Melbourne-Canberra	Presentation and business meeting	Presentation at Australian Water Research Coalition meeting and attendance at Water Skills Industry Taskforce meeting.

4. Refer to response to question 3. Travel will also be undertaken for attendance at Commission meetings (4 planned but details not as yet finalised) and for other official purposes related to Commission business.
5. All employees are travelling within the Australian Government's lowest practical fare policy. The policy is monitored when travel is approved by the expenditure delegate and also when reporting monthly to the Commission's executive committee.

6. All SES officers are entitled to Commission sponsored lounge memberships. Non-SES officers who are estimated to travel at least on 12 occasions in any year may be provided with a Commission sponsored lounge membership for that year where the staff member is required to access business facilities. The total cost of memberships for this financial year to 31 January 2013 was \$584.

<b>Qantas Lounge Memberships</b>	
<b>Classification</b>	<b>Number</b>
Executive Level 2	1
APS Level 6	1

7. No.

8. No.

***Sydney Harbour Federation Trust***

1. Not applicable.

2. Not applicable.

3. No travel is currently planned although other travel may occur over the financial year as determined by resources and business requirements.

4. No travel is currently planned although other travel may occur over the calendar year as determined by resources and business requirements.

5. The Trust's travel agent provides lowest practical fare and best fare advice when the booking officer makes the booking. The selected fares are based on the advanced booking timeframe and the possibility of travel changes.

6. Nil. The Trust does not provide any lounge membership to employees.

7. No.

8. No.

**Senate Standing Committee on Environment and Communications  
Legislation Committee**  
Answers to questions on notice  
**Sustainability, Environment, Water, Population and Communities portfolio**  
Supplementary Budget Estimates, February 2013

**Program: Division or Agency:** Corporate: CSD **Question No:** 174  
**Topic:** Portfolio Wide – education costs  
**Proof Hansard Page and Date** Written  
**or Written Question:**

**Senator Birmingham asked:**

1. What is the department/agency's guidelines on study?
2. For this financial year to date, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include:
  - a. What type of course?
  - b. The total cost?
  - c. Cost per participant?
  - d. The employment classification of each participant?
  - e. How many participants and the amount of study leave granted to each participant (provide a breakdown for each employment classification)?
  - f. The reason for the study and how it is beneficial for the department/agency?

**Answer:**

***Department of Sustainability, Environment, Water, Population and Communities***<sup>1</sup>

1. The department provides staff with opportunities to access job related learning and individual career development activities, including in-house training organised and/or delivered by divisions, corporate expert areas of the department (for example financial management and procurement) and the central workforce development function; training and development sourced externally to the department; and support to undertake external study through educational institutions.

In addition, under the department's Enterprise Agreement, staff members may apply for study support involving study leave during normal working hours and a bursary of between \$1,300 and \$2,600 per annum depending on the type of course. The amount of study leave granted to each participant varies depending on the requirements of the course and the needs of the individual and their work area.

2. The department currently does not have a mechanism to fully capture and centrally record details of all learning and development activities undertaken by employees, nor the total expenditure on this function. While it is not possible to give a comprehensive report on all learning and development activity and expenditure across the department, it is possible to report on training packages organised and/or delivered through the department's central workforce development function. These are reported at (i) below.

Education costs incurred as a result of staff accessing individual study support are reported in (ii) below, excluding the value of the leave component. It is not possible to accurately report on the amount of leave accessed for the purpose of external study as individuals may use various forms of leave and may or may not record it as being for the purpose of study.

It should also be noted that in a small number of cases, the full costs of a course may have been met by the department for a participant, including for eligible Indigenous staff members as a specific condition of the Enterprise Agreement. However it is not possible to accurately report on such instances as various learning and development accounting codes may have been used and it may not be clear that payments are specifically for fee reimbursements.

**(i) Training packages organised and/or delivered through the department's central workforce development function**

- a. Administrative legislation training (in house course).
- b. \$23,308 (GST inclusive).
- c. \$214.
- d. APS 4: 13, APS 5: 17, APS 6: 33, EL 1: 28, EL 2: 9, PAO 3: 1, SES 1: 1, Unknown: 7.
- e. 109.

Amount of study leave granted to each participant: 7.5 hours.

Classification of participants:

<b>APS 4</b>	<b>APS 5</b>	<b>APS 6</b>	<b>EL 1</b>	<b>EL 2</b>	<b>PAO 3</b>
97.5	127.5	247.5	210	67.5	7.5

- f. Reason for study: Training in administrative law in the APS and APS values and code of conduct.

Benefit for the department: Employees are aware of the legal implications of their responsibilities, both in and outside of work.

- a. Diversity training (in house course).
- b. \$11,296 (GST inclusive).
- c. \$305.
- d. APS 3: 1, APS 4: 11, APS 5: 11, APS 6: 11, EL 1: 3.
- e. 37.

Amount of study leave granted to each participant: 7.5 hours.

Classification of participants:

APS 3	APS 4	APS 5	APS 6	EL 1
7.5	82.5	82.5	82.5	22.5

- f. Reason for study: To increase self-awareness on attitudes to diversity and to gain some insight into strategies for inclusion.

Benefit to the department: Increased awareness throughout the department regarding the positive nature of diversity.

*Graduate education expenses*

- a. Project Management.
- b. \$1,200.
- c. \$30.
- d. APS 3.
- e. 40.

Study leave is not required for this activity.

- f. Reason for study: Core Graduate Learning and Development Program 2012.

Benefit to the department: The Graduate Program contributes towards the department's workforce planning strategies. This training has been determined necessary for the graduates' transition into the APS and the department. The course provides training in stakeholder analysis, budgeting processes, procurement and risk assessment. Graduates also gain a greater understanding of departmental responsibilities and activities through the project they are assigned during the course.

- a. Business Communicating and Influencing.
- b. \$14,715.
- c. \$367.88.
- d. APS 3.
- e. 40.

Study leave is not required for this activity.

- f. Reason for study: Core Graduate Learning and Development Program 2012.

Benefit to the department: The Graduate Program contributes towards the department's workforce planning strategies. This training has been determined necessary for the graduates' transition into the APS and the department. Throughout their careers, graduates will need to successfully negotiate and communicate with departmental stakeholders. This course will provide them with core negotiation and communication skills.

- a. Approved individual learning and development such as participation in conferences, training courses, textbooks and accreditation.
- b. \$18,598.
- c. \$715.30.
- d. APS 3.
- e. 26.

Study leave is not required for this activity.

- f. Reason for the study: Graduates have access to funds of up to \$1,500 for individual graduate learning and development. These funds are approved on a case by case basis.

Benefit to the department: The Graduate Program contributes towards the department's workforce planning strategies. The funding of individual learning and development is a significant attractor in the recruitment of graduates.

*School leaver traineeship program*

- a. Certificate IV in Government.
- b. \$11,356.
- c. \$1135.60.
- d. APS 1/2.
- e. 10.

Study leave is not required for this activity.

- f. Reason for the study: Core School Leaver Trainee Learning and Development Program 2012.

Benefit to the department: This training has been determined necessary for the school leavers' transition into the APS and the department.

***(ii) Study support provided to departmental officers to undertake tertiary studies***

- a. Certificate/Diploma/Advanced Diploma.
- b. \$9,595.
- c. Cost per participant varies depending on the period and level of study and on whether it is local or by distance education.
- d. APS 3: 1, APS 4: 3, APS 5: 2, APS 6: 5, PAO 1: 2, EL 1: 2, EL 2: 1.
- e. 16.

Amount of study leave granted to each participant varies depending on the requirements of the course and the individual and their work area.

- f. Reason for study: Professional and skill development – varies depending on the choice of study by the employee.

Benefit to the department: Increased development of skills and knowledge which employees can apply to their work within the department and future career progression. The department fosters employees' job satisfaction and learning and development needs.

- a. Bachelor Degree.
- b. \$49,657.
- c. Cost per participant varies depending on the period and level of study and on whether it is local or by distance education.
- d. APS 3: 4, APS 4: 8, APS 5: 11, APS 6: 6, PAO 1: 1, PAO 2: 1, EL 1: 3
- e. 34.

Amount of study leave granted to each participant varies depending on the requirements of the course and the individual and their work area.

- f. Reason for study: Professional and skill development - varies depending on the choice of study by the employee.

Benefit to the department: Increased development of skills and knowledge which employees can apply to their work within the department and future career progression. The department fosters employees' job satisfaction and learning and development needs.

- a. Graduate Certificate/Diploma.
- b. \$21,112.
- c. Cost per participant varies depending on the period and level of study and on whether it is local or by distance education.
- d. APS 5: 5, APS 6: 5, EL1: 8, EL 2: 1, LO 1: 3.
- e. 22.

Amount of study leave granted to each participant varies depending on the requirements of the course and the individual and their work area.

- f. Reason for study: Professional and skill development – varies depending on the choice of study by the employee.

Benefit to the department: Increased development of skills and knowledge which employees can apply to their work within the department and future career progression. The department fosters employees' job satisfaction and learning and development needs.



- a. Masters.
- b. \$68,838.
- c. Cost per participant varies depending on the period and level of study and on whether it is local or by distance education.
- d. APS 4: 4, APS 5: 7, APS 6: 21, EL 1: 16, EL 2: 3, LO 1: 1, LO 2: 1.
- e. 53.

Amount of study leave granted to each participant varies depending on the requirements of the course and the individual and their work area.

- f. Reason for study: Varies depending on the choice of study by the employee.

Benefit to the department: Increased development of skills and knowledge which employees can apply to their work within the department and future career progression. The department fosters employees' job satisfaction and learning and development needs.

- a. Doctorate.
- b. \$667.
- c. Cost per participant varies depending on the period and level of study and on whether it is local or by distance education.
- d. APS 5: 1, EL 1: 1.
- e. 2.

Amount of study leave granted to each participant varies depending on the requirements of the course and the individual and their work area.

- f. Reason for study: Varies depending on the choice of study by the employee.

Benefit to the department: Increased development of skills and knowledge which employees can apply to their work within the department and future career progression. The department fosters employees' job satisfaction and learning and development needs.

<sup>1</sup> Includes information for the Director of National Parks.

## ***Bureau of Meteorology***

1. The Bureau uses the study guidelines of the Department of Sustainability, Environment, Water, Population and Communities.
2.
  - a. Initial Training for Meteorologists, Observers and Technicians (full year courses).
  - b. \$1,123,917.
  - c. Meteorology Course, 2012: \$36,333.  
Observers and Technicians Course, 2012: \$52,481.  
Meteorology Course, 2013: \$4,953.
  - d. Meteorology Course, 2012: Graduate.  
Observers and Technicians Course, 2012: Trainee.  
Meteorology Course, 2013: Graduate.
  - e. Meteorology Course, 2012: 13 participants; 96.5 hours study leave per participant; all participants were graduates.  
Observers and Technicians Course, 2012: 11 participants; 61.4 hours study leave per participant; all participants were trainees.  
Meteorology Course, 2013: 15 participants; 20 hours study leave per participant; all participants were graduates.
  - f. Reason for the study: Training of new recruits for Meteorologist, Observer and Technician roles.  
Benefit to the agency: Ensure staff have the capabilities to allow the Bureau to achieve its objectives.
  - a. Specialist in-service training (for Meteorologists, Observers, Technicians, Hydrologists etcetera).
  - b. \$889,125.
  - c. \$1,317.
  - d. APS 3: 101; APS 4: 31; APS 5: 71; APS 6: 197; EL 1: 181; EL 2B: 63; EL 2A: 31.
  - e. All participants (675) took 2.5 days study leave each.
  - f. Reason for the study: Continuous professional development – technical. Competency training to support high profile services such as aviation and disaster mitigation services; training in support of license maintenance and certified agreement; training to support new technology and systems.  
Benefit to the agency: Ensure staff have the capabilities to allow the Bureau to achieve its objectives.

- a. IT Training.
- b. \$219,015.
- c. \$598.
- d. Graduates: 15; APS 2: 11; APS 3: 42; APS 4: 12; APS 5: 39; APS 6: 102; EL 1: 98; EL 2: 35; EL 2A: 12.
- e. All participants (366) took 1.1 days study leave each.
- f. Reason for the study: Develop and maintain technical IT capabilities of staff.  
Benefit to the agency: Ensure staff have the capabilities to allow the Bureau to achieve its objectives.
- a. Personal, Management and Leadership Development Training.
- b. \$485,715.
- c. \$1,122.
- d. Graduates: 15; APS 1: 10; APS 2: 14; APS 3: 51; APS 4: 13; APS 5: 42; APS 6: 116; EL 1: 111; EL 2: 42; EL 2A: 18; SES: 1.
- e. All participants (433) took 1.4 days study leave each.
- f. Reason for the study: Enhance management and leadership capabilities of staff.  
Benefit to the agency: Ensure staff have the capabilities to allow the Bureau to achieve its objectives.
- a. Occupational health and safety training.
- b. \$17,700.
- c. \$28.87.
- d. Trainees: 6; Graduates: 25; APS 1: 6; APS 2: 10; APS 3: 76; APS 4: 19; APS 5: 64; APS 6: 161; EL 1: 165; EL 2: 57; EL 2A: 24.
- e. All participants (613) took 0.6 days study leave each.
- f. Reason for the study: Ensure the embedding of occupational health and safety policy and practices in all Bureau activities and the safety, health and well-being of all staff.  
Benefit to the agency: Ensure staff have the capabilities to allow the Bureau to achieve its objectives.

## **Great Barrier Reef Marine Park Authority**

1. The GBRMPA offers up to three levels of study assistance:

Approval as a student, which gives access to apply for:

- Approval of leave.
- Approval of financial assistance, for a course of study conducted or arranged by Australian Universities, TAFE colleges, or any other institution approved by the delegate.

Employees who are not enrolled in a full course of study and are undertaking one-off subjects are not eligible for study assistance and must apply for approval under general training and development.

All ongoing employees of the Authority are eligible to apply for study assistance.

Non-ongoing employees of the authority are not eligible to apply for study assistance unless they are fixed term employees whose contracts are greater than two years duration.

2.

a. Information Management Reports.

b. \$265.05.

c. \$265.05.

d. APS 5.

e. 1, 3 days.

f. Enhance capabilities.

a. Information Technology Project Management.

b. \$265.05.

c. \$265.05.

d. APS 5.

e. 1, 3 days.

f. Enhance capabilities.

a. Information Architecture for the Web.

b. \$785.00.

c. \$785.00.

d. EL 1.

e. 1, 3 days.

f. Enhance capabilities.

- a. Dimensions of the Information Sector.
- b. \$785.00.
- c. \$785.00.
- d. EL 1.
- e. 1, 3 days.
- f. Enhance capabilities.
- a. Advanced Legal Process.
- b. \$930.00.
- c. \$930.00.
- d. APS 6.
- e. 1, 3 days.
- f. Enhance capabilities.
- a. Environmental Legislation Policy.
- b. \$790.00.
- c. \$790.00.
- d. APS 6.
- e. 1, 3 days.
- f. Enhance capabilities.
- a. Advanced Law in Context.
- b. \$946.00.
- c. \$946.00.
- d. EL 1.
- e. 1, 3 days.
- f. Enhance capabilities.
- a. Advance Contract B.
- b. \$946.00.
- c. \$946.00.
- d. EL 1.
- e. 1, 3 days.
- f. Enhance capabilities.

- a. Business Data Analysis.
- b. \$503.00.
- c. \$503.00.
- d. APS 5.
- e. 1, 3 days.
- f. Enhance capabilities.
- a. Tourism Management.
- b. \$503.00.
- c. \$503.00.
- d. APS 5.
- e. 1, 3 days.
- f. Enhance capabilities.
- a. Environmental Issues and Social Context.
- b. \$627.50.
- c. \$627.50.
- d. APS 6.
- e. 1, 6 days.
- f. Enhance capabilities.

***Murray-Darling Basin Authority***

1. The Authority supports professional development consistent with core business and functions of the Authority, and/or as recommended in the context of the employee's Performance Management Plan. Employees eligible for study assistance must be ongoing with a minimum of 12 months APS service or long term non-ongoing employees (minimum 12 month non-ongoing contract).

An approved student is entitled to paid leave (maximum five (5) hours per week to attend classes, tutorials, excursions, or scheduled residential study courses, approved field work or other learning activities where personal contact is a course requirement) and to financial assistance up to \$5,000 reimbursement per person on successful completion over an approved 12 month period.

2. See **Attachment A** for details of education expenses for the period 1 July 2012 to 31 January 2013.

## **National Water Commission**

1. The Commission's guidelines on study are set out in the Commission's enterprise agreement and provide for staff to apply for leave and financial assistance in undertaking a course of study relevant to Commission activities.

2.

a. Cultural Inclusion Training.

b. \$4,516.00.

c. \$215.04.

d. APS 4 – SES 1.

e. 21. Amount of study leave granted to each participant: Nil.

f. Reason for the study: Improve staff understanding of indigenous cultural awareness and inclusion matters.

Benefit to the agency: Enhanced awareness.

a. Tertiary Studies – Masters of Environmental Management.

b. \$2,730.00.

c. \$2,730.00.

d. EL 2.

e. 1. Amount of study leave granted to each participant: Nil.

f. Reason for the study: Professional knowledge development.

Benefit to the agency: Enhance capabilities.

a. In-house Course – Business Writing for the Public Sector.

b. \$2,733.50.

c. \$170.84.

d. APS4 – EL2.

e. 16. Amount of study leave granted to each participant: Nil.

f. Reason for the study: Professional knowledge/skill development.

Benefit to the agency: Enhanced capabilities.

a. External Course – Essential writing for APS 5-6 levels.

b. \$580.00.

c. \$580.00.

d. APS 5.

e. 1. Amount of study leave granted to each participant: Nil.

- f. Reason for the study: Professional knowledge/skill development.  
Benefit to the agency: Enhanced capabilities.
- a. External Course – ITIL Foundations Certificate 111.
- b. \$0.
- c. \$0.
- d. APS 6.
- e. 1. Amount of study leave granted to each participant: Nil.
- f. Reason for the study: Professional knowledge/skill development.  
Benefit to the agency: Enhanced capabilities.
- a. External Course – Business Continuity Management.
- b. \$0.
- c. \$0.
- d. EL 1.
- e. One. Amount of study leave granted to each participant: Nil.
- f. Reason for the study: Professional knowledge/skill development.  
Benefit to the agency: Enhanced capabilities.
- a. External Course – Word 2010.
- b. \$383.90.
- c. \$383.90.
- d. APS 4.
- e. 1. Amount of study leave granted to each participant: Nil.
- f. Reason for the study: Professional knowledge/skill development.  
Benefit to the agency: Enhanced capabilities.
- a. External Course – Prince 2 Foundations.
- b. \$1,199.00.
- c. \$1,199.00.
- d. EL 1.
- e. 1. Amount of study leave granted to each participant: Nil.
- f. Reason for the study: Professional knowledge/skill development.  
Benefit to the agency: Enhanced capabilities.



- a. External Course – Leading and managing small teams.
- b. \$3,900.00.
- c. \$3,900.00.
- d. APS 6.
- e. 1. Amount of study leave granted to each participant: Nil.
- f. Reason for the study: Professional knowledge/skill development.  
Benefit to the agency: Enhanced capabilities.
- a. External Course – First Aid.
- b. \$206.00.
- c. \$206.00.
- d. EL 1.
- e. 1. Amount of study leave granted to each participant: Nil.
- f. Reason for the study: Professional knowledge/skill development.  
Benefit to the agency: Enhanced capabilities.
- a. In-house Course – Recruitment and selection.
- b. \$2,420.00.
- c. \$115.24.
- d. APS4 – EL2.
- e. 21. Amount of study leave granted to each participant: Nil.
- f. Reason for the study: Professional knowledge/skill development.  
Benefit to the agency: Enhanced capabilities.
- a. In-house Course – Squiz web user.
- b. \$1,100.00.
- c. \$1,100.00.
- d. EL 2.
- e. 1. Amount of study leave granted to each participant: Nil.
- f. Reason for the study: Professional knowledge/skill development.  
Benefit to the agency: Enhanced capabilities.

## ***Sydney Harbour Federation Trust***

1. The Trust's guidelines for learning and development are to provide training to:
  - Enable the Trust to deliver services.
  - Develop the employee in line with the operational requirements of the Trust.
  - Maintain their required qualifications such as First Aid or White Card.
2.
  - a. First Aid Training.
    - b. \$4392.
    - c. \$141.67.
    - d. EL 1: 1, Level 4: 1; Volunteer: 29.
    - e. 31. Amount of study leave granted to each participant: Nil.
    - f. Benefit to the agency: Volunteers and staff are trained in First Aid to be able to assist visitors to Trust sites.
  - a. General Boat Licence.
    - b. \$645.
    - c. \$21.
    - d. Level 4: 3
    - e. Three. Amount of study leave granted to each participant: Nil.
    - f. Benefit to the agency: Staff are licensed to use the Trust's boat and to carry passengers (staff and volunteers) safely.
  - a. Health and Safety Representative Training.
    - b. \$2160.
    - c. \$720.
    - d. EL 1: 3.
    - e. Three. Amount of study leave granted to each participant: Nil.
    - f. Benefit to the agency: Awareness of new Work Health and Safety legislation to ensure the Trust's compliance with new Work Health and Safety requirements.

- a. Construction Health and Safety Induction Training (White Card).
  - b. \$618.
  - c. \$123.60.
  - d. Level 4: 2; Volunteer: 3
  - e. Five. Amount of study leave granted to each participant: Nil.
  - f. Benefit to agency: Enables staff and volunteers to enter a construction site when work is being undertaken on Trust lands.
- a. Responsible Serving of Alcohol.
  - b. \$140.
  - c. \$140.
  - d. Level 4: 1
  - e. One. Amount of study leave granted to each participant: Nil.
  - f. Benefit to agency: Staff are required to attend events and monitor consumption of alcohol by patrons.

All these courses were short courses that did not require the participants to apply for study leave. The courses were undertaken in line with the Trust's guidelines for learning and development.

## Tertiary Studies

a - Type of Course	b-Total Cost	c- Cost per participant	d -Participant classification	e- Study leave granted	f - Reason for the study and benefit to agency
Graduate Certificate in Environmental Law	\$2537.75	\$2537.75	EL 2	1 participant granted 5 hours per week study leave	Subject highly relevant to the agency, including working with Commonwealth law and understanding the relationship of Commonwealth law to State law, the Constitution, Commonwealth regulations and Intergovernmental Agreements.
Bachelor of Commerce	\$905.40	\$905.40	EL 1	1 participant granted 5 hours per week study leave	To increase understanding of the role of human resource management in an international context.
Masters of Integrated Water Management	\$6725.00	\$6725.00	EL 2	1 participant granted 5 hours per week study leave	Subjects identified as highly relevant to MDBA including Project Management, Science of Water, Integrated Water Management, Catchment and Aquatic Ecosystem Health and Capacity Building and Community Development.
Masters of Integrated Water Management	\$5000.00	\$5000.00	EL 1	1 participant granted 5 hours per week study leave	Subjects highly relevant to the MDBA including Project Management, Science of Water, Integrated Water Management, Catchment and Aquatic Ecosystem Health and Capacity Building and Community Development.
Master of Environmental Science	\$905.40	\$905.40	APS 5	1 participant granted 5 hours per week study leave	Subjects highly relevant to MDBA,; subjects include Principles of Hydrology and Spatial Analysis and Modelling.
Bachelor Public Relations	\$1761.35	\$1761.35	APS 5	1 participant granted 5 hours per week study leave	Subjects cover key skills needed in the Web Content and Communications team such as Introduction to Professional Communications, Principles of Public Relations, Understanding Public Relations, Communication History and Society and Law of Communications.

Masters in Environmental Law	\$2537.75	\$2537.75	1 x EL 2	1 participant and 60 hours study leave granted	Development of technical skills directly related to the employee's role and increase in corporate expertise in environmental law.
Bachelor of Commerce	\$905.40	\$905.40	1 x EL 1	1 participant and 65 hours study leave granted	Development of technical skills directly related to the employees role and increase in strategic budget management
CPA	\$1145.00	\$1145.00	1 x EL1	1 participant and 15 hours study leave granted	Development of technical skills directly related to the employee's role and increased effectiveness in financial administration.
Bachelor of Public Relations	\$1720.77		1 x APS5	1 participant and 65 hours study leave granted	Development of technical skills directly related to the employees role and increase in expertise in public relations.
Masters of Environmental Science	\$574.50	\$574.50	1 x APS6	1 participant and 65 hours study leave granted	Development of technical skills directly related to the employee's role and increase in corporate knowledge of issues relevant to environment.

### Other Education and Training Costs

a – Type of Course	b- Total Cost	c- Cost per participant	d – Participant classification	e- Study leave granted	f- Reason for the education and training and benefit to the agency
Change Management Seminar	\$2727.27	\$124.00 (total cost divided by participant capacity, 22)	1 x SES 2 x EL 2 11 x EL 1 4 x APS 6 2 x APS 5 1 x APS 4 1xCadet	A total of 22 participants attended, no study leave necessary for in house seminars	Change Management Seminar was conducted to assist employees manage impending changes within the MDBA during 2013-14.
Managing Difficult Conversations	\$2300.00	\$115.00 (total cost divided by participant capacity, 20)	4 x EL 2, 6 x EL 1 5 x APS 6 4 x APS5 1 x APS4	A total of 20 participants attended, no study leave necessary for in-house seminars	To assist employees in managing Difficult Conversations
APS Values and Code of Conduct	\$1350.00	\$68.00 (total cost divided by participant capacity, 20)	5 x EL 2 7 x EL 1 6 x APS 6 2 x APS 5	A total of 20 participants attended, no study leave necessary for in house seminars	To inform employees about the APS Values and Code of Conduct
Preparing Senate Estimates Briefs and Parliamentary Documents	\$5803.00	\$145.00 (total cost divided by participant capacity, 40)	11 x EL 2, 14 x EL 1 8 x APS 6, 4 x APS 5 3 x APS 4	A total of 40 participants attended, no study leave necessary for in house seminars	To assist employees preparing Senate Estimate briefs
Introduction to Agricultural Irrigation	\$980.00	\$980.00	1 x EL 1	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Water Law and Policy 2012: The State of National Water Resources	\$800.00	\$400.00	2 x EL 1	2 participants and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity

Nvivo 10, a qualitative data analysis software program	\$3200.00	\$800.00	2 x APS 6 1 x EL 1 1 x EL 2	4 participants and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Introduction to eWater Source model	\$9500.00	\$1980.00	3 x EL 1 2 x APS 6	5 participants and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Microsoft Project 2007	\$830.00	\$830.00	1 x EL 1	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Skills for handling difficult work colleagues	\$660.00	\$660.00	1 APS 4	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity

Modern Regression and Classification	\$1050.00	\$1050.00	1 APS 6	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Skills in science communication	\$660.00	\$660.00	1 x Graduate	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Executive Level Transition	\$635.00	\$635.00	1 x EL 1	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Shaping Strategic Thought	\$635.00	\$635.00	1 x EL 1	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Workstation Assessments	\$345.00	\$345.00	1 x APS 5	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Adobe Design Level 2	\$950.00	\$950.00	1 x APS 6	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Indesign Software training	\$950.00	\$950.00	1 x APS 6	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Whole of Government Collaborative Policy	\$1270.00	\$635.00	2 x EL 1	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity

Financial Management in the APS	\$320.00	\$320.00	1 APS 6	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Influencing skills	\$635.00	\$635.00	1 x APS 5	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Essential Writing for APS 5-6	\$635.00	\$635.00	1 x APS 4	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Communication Matters	\$660.00	\$660.00	1 x EL 1	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
EL's The essential link	\$230.00	\$115.00	2 x EL 2's	2 participants and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Supporting staff with mental issues	\$635.00	\$635.00	1 x APS 6	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Acrobat for Business	\$450.00	\$450.00	1 x APS 6	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Intensive Public Speaking Workshop	\$250.00	\$250.00	1 x EL 2	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Assets Management Training	\$1081.80	\$540.90	1 x EL2 1 x EL1	2 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Minute taking workshop	\$2,231.80	\$557.95	3 x APS5 1 x EL1	4 participants and no study leave	To develop employees skills in course subject matter and strengthen agency capacity
Project Management for Executive Assistants and Administrative staff	\$500.00	\$500.00	APS 5	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Excel Essentials	\$668.18	\$334.09	1 x APS 5 1 x APS 6	2 participants and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Hydraulics for non-engineers	\$1080.00	\$1080.00	APS 6	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity



Understanding Water Markets	\$181.82	\$181.82	EL 2	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
The Professional Executive Assistant	\$731.82	\$731.82	APS 4	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Pivot Table Training Course	\$268.18	\$268.18	EL 2	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Multi-level Governance for Water, Environment and Climate Change	\$1760.00	\$880.00	1 x EL 2 1 x EL 1	2 participants and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Work Health and Safety	\$600.00	\$600.00	EL 1	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Essential Secretariat	\$1731.81	\$577.27	1x EL 1 1x APS 6 1x APS 5	3 participants and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Localism Workshop	\$181.40	\$45.45	4 x EL 1	4 participants and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Financial Management in the APS	\$577.27	\$577.27	1 x APS 6	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Communications Workshop (stakeholder engagement)	\$1000.00	\$1000.00	1 x APS 6	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
AICD – Company Directors Course	\$12,980.00	\$6490.00	1 x EL 2 1 x APS 6	2 participants and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Program Management Training	\$1131.82	\$1131.82	1 x APS 6	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Application and Interview Skills	\$577.27	\$577.27	1 x APS 6	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity

Writing for the Web	\$577.27	\$577.27	1 x EL 1	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Systems configuration Centre Manager	\$2720.00	\$2720.00	1 x EL 1	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Mastering Business Analysis (advance)	\$2812.50	\$2812.50	1 x APS 6	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Monitoring training	\$1404.55	\$1404.55	1 x EL 1	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Effective Report Writing for the APS 5-6	\$577.27	\$577.27	1 x APS 4	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Introduction to developing reports from Chris21	\$800.00	\$800.00	1 x APS 6	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Writing in the APS for levels 1-6	\$1444.95	\$481.65	3 x APS 6	3 participants and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Certificate IV in Case Management (Rehabilitation)	\$172.72	\$86.36	2 x APS 6	2 participants and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Excel Training (advance)	\$500.00	\$500.00	1 x EL 2	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Program management in a policy context	\$1131.82	\$1131.82	1 x APS 6	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Conflict resolution	\$1131.82	\$1131.82	1 x APS 4	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Career Directions Workshop	\$2263.64	\$1131.82	1 x APS 5 1 x APS 4	2 participants and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
From Manager to Leader	\$4254.55	\$4254.55	1 x EL 2	1 participant number and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity

First Aid Training	\$184.82	\$184.82	1 x EL 1	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
GAMS training at Uni of WA	\$1136.36	\$1136.36	1 x EL 2	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
WHS Act in a Day	\$727.27	\$727.27	1 x APS 6	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
APS Job Applications	\$577.27	\$577.27	1 x APS 6	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Giving and Receiving Feedback	\$577.27	\$577.27	1 x APS 4	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Enriching your Skills	\$577.27	\$577.27	1 x APS 4	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity

**Senate Standing Committee on Environment and Communications  
Legislation Committee**  
Answers to questions on notice  
**Sustainability, Environment, Water, Population and Communities portfolio**  
Supplementary Budget Estimates, February 2013

**Program: Division or Agency:** Corporate: CSD **Question No:** 175

**Topic:** Portfolio Wide – executive coaching and leadership training

**Proof Hansard Page and Date or Written Question:** Written

**Senator Birmingham asked:**

In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for this financial year to date:

1. Total spending on these services?
2. The number of employees offered these services and their employment classification?
3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)?
4. The names of all service providers engaged?

For each service purchased from a provider listed under (4), please provide:

- a. The name and nature of the service purchased?
- b. Whether the service is one-on-one or group based?
- c. The number of employees who received the service and their employment classification?
- d. The total number of hours involved for all employees (provide a breakdown for each employment classification)?
- e. The total amount spent on the service?
- f. A description of the fees charged (i.e. per hour, complete package)?

Where a service was provided at any location other than the department or agency's own premises, please provide:

- i. The location used?
- ii. The number of employees who took part on each occasion (provide a breakdown for each employment classification)?
- iii. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)?
- iv. Any costs the department or agency's incurred to use the location?

**Answer:**

***Department of Sustainability, Environment, Water, Population and Communities<sup>1</sup>***

The department does not currently have a mechanism to fully capture and record details centrally of all learning and development activities undertaken by employees, including coaching and leadership training, nor the total expenditure on this function.

However, through its central workforce development function, the department has offered the leadership opportunity reported below for this financial year to date.

1. \$51,500
2. All employees in the APS6 - SES classification range are able to access coaching and leadership training opportunities, following a process of nomination and approval by their manager.
3. 2 x SES 1, 112.5 hours each
4. Australian Public Service Commission
  - a. Leading Australia's Future in Asia-Pacific program, delivered in conjunction with Crawford School of Public Policy (ANU). Facilitated sessions, case studies, business meetings, industry site visits and dialogues with business and community leaders in Papua New Guinea, Solomon Islands and Tonga.
  - b. Group based
  - c. 2 employees – SES
  - d. SES 1 – 225 hours
  - e. \$51,500
  - f. Complete package
  - i. Australian Public Service Commission:
    - Port Moresby, Papua – 5 days
    - Honiara, Solomon Islands – 4 days
    - Nuku'alofa, Tonga – 2 days
  - ii. 2 SES 1 employees at each location
  - iii. SES 1 x 2 for 225 hours
  - iv. Accommodation and travel for the two participants for each location

<sup>1</sup> Includes information for the Director of National Parks.

***Bureau of Meteorology***

1. \$232,250.73
2. 181 employees were offered these services. The classifications are as follows:  
SESB1x 1; EL2x23; EL1x68; APS6x69; APS5x8; APS4x8; APS3x4

3.

<b>Classification</b>	<b>No of employees</b>	<b>Total hours</b>	<b>Study leave hours per employee</b>
SES Band 1	1	22.50	22.5
EL2	23	909.50	39.54
EL1	68	2440.25	35.89
APS6	69	4333.25	62.80
APS5	8	143.00	17.88
APS4	8	409.00	51.13
APS3	4	349.50	87.38

4.

Genos International

- a. Sets of learning materials for Enhancing Leadership with Emotional Intelligence program and 1 day facilitation
- b. Group based
- c. 13 (EL2 x 6, EL1 x 5, APS6 x 2)
- d. 97.5 hours (EL2 = 45hr, EL1 = 37.5hr, APS6 = 15)
- e. \$11,473
- f. \$7,073 – materials, \$4,400 – facilitator

Service provided on Bureau premises

Development Dimensions International

- a. Sets of blended learning materials for Leader as Coach
- b. Group based
- c. 46 (EL2 x 5, EL1 x 21, APS6 x 15, APS5 x 5)
- d. 1035 hours (EL2 = 112.5hr, EL1 = 472.5hr, APS6 = 337.5, APS5 = 112.5)
- e. \$20,195.45
- f. \$20,195.45 for learning materials (which includes a discount for delivery of the course by Bureau staff)

Service provided on Bureau premises

Chifley Business School

- a. Sets of learning materials and 1 day facilitation for Emerging Leaders – Leading Self (Pathways to Management)
- b. Group based
- c. 15 (EL1 x 8, APS6 x 7)
- d. 112.5 hours (EL1 = 60hr, APS6 = 52.5)
- e. \$4,730
- f. \$880 - learning materials, \$3,850 - facilitator

Service provided on Bureau premises

Chifley Business School

- a. Sets of learning materials and 1 day facilitation for Emerging Leaders – Leading Others(Pathways to Management)
- b. Group based
- c. 11 (EL1 x6, APS6 x 5)
- d. 82.5 hours (EL1 = 45hr, APS6 = 37.5)
- e. \$4,730
- f. \$880 - learning materials, \$3,850 – facilitator

Service provided on Bureau premises

Chifley Business School

- a. Sets of learning materials and 1 day facilitation for Franklin Covey 5 Choices of Extraordinary Productivity
- b. Group based
- c. 34 (EL2 x 6, EL1 x 11, APS6 x 9, APS5 x 2, APS4 x 4, APS3 x 2)
- d. 491.3 hours (EL2 =88.5hr, EL1 = 162.25hr, APS6 = 132.75, APS5 = 29.5hr, APS4 = 59hr, APS3 = 29.5hr)
- e. \$25,100.01
- f. \$18,500.01 - learning materials, \$6,600 - facilitator

Service provided on Bureau premises

Chifley Business School

- a. Sets of learning materials and 2 days of facilitation for Management Education Program – Project Management
- b. Group based
- c. 11 (EL1 x 4, APS6 x 5, APS4 x 2)
- d. 165 hours (EL1 = 60hr, APS6 = 75hr, APS4 = 30hr)

- e. \$8,272
- f. \$8,272 per complete package

Service provided on Bureau premises

Chifley Business School

- a. Enrolment fees to undertake units of study towards Graduate Certificate in Management
- b. Individual based but delivered in a group
- c. 41 (EL2 x 4, EL1 x 10, APS6 x 23, APS4 x2, APS3 x 2)
- d. 6,560 hours (160 hours per unit) (EL2 = 640hr, EL1 = 1,600hr, APS6 = 3,680hr, APS4 =320hr, APS3 =320hr)
- e. \$84,195
- f. \$2,053.54 per unit

Service delivered remotely online on Bureau premises

Chifley Business School

- a. Assessment for award of completed units towards Graduate Certificate in Management
- b. One-on-one based
- c. 8 (EL2 x 1, EL1 x 3, APS6 x 3, APS5 x 1)
- d. 8 hours (EL2 = 1hr, EL1 = 3hr, APS6 = 3hr, APS5 = 1hr)
- e. \$528
- f. \$66 for an assessment for one unit

Service provided on Bureau premises

Australian Public Service Commission (APSC)

- a. SES Orientation Program
- b. This package was purchased for one individual, and delivered on a group basis.
- c. 1 (SES Band 1)
- d. 22.5 hours (SES Band 1 = 22.5hr)
- e. \$3,181.82
- f. Fees are charged per complete package

Service provided on APSC booked premises

Institute of Public Administration Australia (IPAA)

- a. IPAA 2012 Congress attendance
- b. This package was purchased for one individual, and delivered on a group basis.



- c. 1 (EL2)
- d. 22.5 hours (EL2 = 22.5hr)
- e. \$1,645.45
- f. Fees are charged per complete package

Service provided on IPAA booked premises

#### EthosCRS

- a. Development of online learning modules for Mentors and Mentees
- b. This online development purchased for 24/7 delivery to an unlimited number of individuals participating in the Bureau's Masterminds Mentoring program. This program is to be expanded in March 2013.
- c. In development
- d. In development
- e. \$68,200.00
- f. Fees are charged for delivered services.

#### ***Great Barrier Reef Marine Park Authority***

The Authority has not purchased any executive coaching or leadership training services.

#### ***Murray Darling Basin Authority***

1. Total spend on these services for the period 1 July to 31 January 2013 was \$148,775.
2. Coaching and leadership training is offered to all employees at and above the EL 1 classification (totalling 164 staff). Coaching is offered to APS classifications on a case by case basis.
3. During 1 July to 31 January 2013, 53 staff members utilised leadership training and 25 staff members utilised coaching. Their employment classifications were:
  - 2 x SES Band 2 (leadership)
  - 22 x EL 2 (leadership)
  - 29 x EL 1 (leadership)
  - 1 x SES Band 1 (coaching)
  - 9 x EL 2 (coaching)
  - 10 x EL 1 (coaching)
  - 3 x APS 5 (coaching).

No study leave was required.

4. The names of the service providers were as follows:
  - Australian Public Service Commission
  - Rice Growers Association
  - Centre for Public Management
  - Tempo Strategies

- Effective People
- Margie Darcy Leadership, Coaching and Psychological Services
- Personal Effectiveness Program – Executive Coaching
- Resumes for Results
- Yellow Edge
- Jeff Whalan Learning Group.

4a. Australian Public Service Commission one day leadership workshop

b. Group based

c. 1 EL1 employee received the service

d. Total number of hours was 7.5 hours

e. \$660.00

f. Services were provided as a package

4i. Woden, Canberra

ii. 1 EL employee

iii. 7.5 hours

iv. No costs incurred by the agency to use this location.

4a. Australian Public Service Commission - Transitioning to EL 2 (management)

b. Group based

c. 1 EL 2 employee received the service

d. Total number of hours was 8 hours, EL 2 = 8 hours

e. \$577.27

f. Services were provided as a package

4i. Woden, Canberra

ii. 1 EL 2 employee

iii. 8 hours

iv. No costs incurred by the agency to use this location.

4a. Australian Public Service Commission - SES Orientation

b. Group based

c. 1 SES Band 1 employee received the service

d. Total number of hours was 16 hours, SES Band 1 = 16 hours

e. \$3200.00

f. Cost per training course

- 4i. Woden, Canberra
  - ii. 1 SES Band 1
  - iii. 16 hours
  - iv. No costs incurred by the agency to use this location.
- 4a. Rice Growers Association - A leadership development program which aims to bring together emerging leaders from the rice industry with government stakeholders to strengthen relationships and understanding of industry issues and strategic directions for the medium to long term.
- b. Group based
  - c. 1 EL1 employee received the service
  - d. Total number of hours was 56 hours
  - e. \$2,650.00
  - f. Services were provided as a package
- 4i. Murrumbidgee Rural Studies Centre – Yanco  
Deniliquin RSL - Deniliquin
- 4ii. 1 EL employee received the service
  - iii. Total number of hours 56 hours: EL 1
  - iv. No costs incurred by the agency to use this location
- 4a. Rice Growers Association – Leadership Development Program
- b. Group based
  - c. 1 EL 1 employee received the service
  - d. Total number of hours was 56 hours
  - e. Nil cost to agency
- 4i. Murrumbidgee Rural Studies Centre – Yanco  
Deniliquin RSL – Deniliquin
- ii. 1 EL 1 employee received the service
  - iii. Total number of hours 56 hours: EL 1
  - iv. No costs incurred by the agency to use this location
- 4a. Centre for Public Management provided:
- a one day workshop with a range of leadership topics
  - a four day residential workshop “From Management to Leadership”.

- b. Service provided was group based
  - c. 1 EL 2 employee received the service
  - d. Total number of hours was 32 hours: EL 2
  - e. \$4,680.00
  - f. Services were provided as a package
- 4i. The Briars, Bowral NSW
    - ii. 1 EL 2 employee received the service
    - iii. Total number of hours was 32 hours: EL 2
    - iv. No costs incurred by the agency to use this location
- 4a. Tempo Strategies – Executive Level 1 Leadership Development Program
    - b. Group based
    - c. 20 EL 1 employees received the service
    - d. 4 hours involved for all employees at the Executive Level 1 classification (Final Recall Session)
    - e. \$17,312.73
    - f. Leadership Program – package
- 4a. Tempo Strategies – Executive Level 2 Leadership Development Program
    - b. Group based
    - c. 17 EL 2 employees received the service
    - d. 42 hours involved for all employees at the Executive Level 2 classification (all sessions)
    - e. \$33,709
    - f. Leadership Program – package
- 4i. The Carrington – Bungendore NSW and The Brassey Hotel Canberra ACT
    - ii. 17 EL 2 employees received the service
    - iii. Total number of hours 42 hours – Leadership Program
    - iv. \$8022.60 – The Carrington  
\$3208.64 – The Brassey Hotel
- 4a. Effective People - Executive coaching
    - b. One on one services
    - c. 2 EL1 employees received the service

- d. Total number of hours was 4; 2 hours for each EL1
  - e. \$1,971.25
  - f. Services were provided as a package
- 4a. Margie Darcy Leadership, Coaching and Psychological Services – Executive Coaching
- b. One on one
  - c. 18 employees received the service 6 x EL 1s and 9 x EL 2s and 1 x APS 6 and 2 x APS 5s
  - d. Total number of hours – 103. EL 2 = 41 hours, EL 1 = 36 hours, APS 6 = 10, APS 5 = 16
  - e. \$37,500
  - f. Charge per hour but has packages of 6 or 10 coaching sessions.
- 4i. Coaching sessions usually occur at the coach's office in Canberra
- ii. 1 employee took part on each occasion – EL 2, EL 1, APS 6 or APS 5 classification
  - iii. Total number of hours EL 1s – 36 hours; EL 2s – 41 hours; APS 6s – 10 hours; APS 5s – 16 hours
  - iv. No costs incurred to use this location
- 4a. Personal Effectiveness Program (PEP) - Executive coaching
- b. The service provided was one on one and group based
  - c. 2 employees (1 SES2 and 1 APS5) received the service
  - d. Total number of hours was 24 hours, 12 hours = SES2 and 12 hours = APS5.
  - e. \$8,140.00
  - f. Services were provided as a package
- 4a. Resumes for Results - Career coaching
- b. The service provided was one on one
  - c. 2 EL1 employees received the service
  - d. Total number of hours was 3.5
  - e. \$784.00
  - f. Services were provided as a package
- 4a. Yellow Edge Pty Ltd – executive coaching services
- b. One on one
  - c. 1 APS 6 employee received the service
  - d. Total number of hours – 4 – one on one coaching
  - e. \$1400.00

- f. Charge per hour
- 4a. Jeff Whalan Learning Group – Executive Learning Group
- b. Group Based
- c. 2 x SES Band 2 and 1 x EL 2
- d. As needed
- e. \$36,190 (x3 memberships, 2x \$13,200 and 1x\$9790)
- f. Services were provided as a package.

***National Water Commission***

1. The total spent by the Commission on executive coaching/leadership training services in the financial year to 31 January 2013 was \$2,820 (GST exempt).
2. Leadership training is available to all Senior Executive and Executive Level staff in the Commission.
3. One Executive Level 1 staff member attended leadership training. No study leave was required.
4. Australian Public Service Commission.
  - a. Professional Public Service - an EL1 masterclass.
  - b. Group based.
  - c. One Executive Level 1 staff member.
  - d. 24 hours.
  - e. \$2,820.
  - f. Complete package.
    - i. Australian Public Service Commission's Canberra training centre.
    - ii. One Executive Level 1 staff member.
    - iii. 24 hours.
    - iv. Nil.

***Sydney Harbour Federation Trust***

The Trust has not purchased any executive coaching or leadership training services.

**Senate Standing Committee on Environment and Communications  
Legislation Committee**  
Answers to questions on notice  
**Sustainability, Environment, Water, Population and Communities portfolio**  
Additional Budget Estimates, February 2013

**Program: Division or Agency:** Corporate: CSD **Question No:** 176  
**Topic:** Portfolio Wide – paid parental leave  
**Proof Hansard Page and Date or Written Question:** Written

**Senator Birmingham asked:**

1. Please list how many staff in each department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?
2. For this financial year to date list which department/agency is providing its employees with payments under the Government's Paid Parental Leave scheme? Please list how many staff and their classification are in receipt of these payments.
3. What is the paid parental scheme offered by each department and agency? How many staff have used the scheme this financial year to date.

**Answer:**

1. On 31 January 2013, the number of staff in each department/agency eligible to receive payments under the Australian Government's Paid Parental Leave (PPL) were as follows:

Department/Agency	Number
Department of Sustainability, Environment, Water, Population and Communities includes the Director of National Parks	48
Bureau of Meteorology	9
Great Barrier Reef Marine Park Authority	10
Murray-Darling Basin Authority	9
National Water Commission	1
Sydney Harbour Federation Trust	1
<b>TOTAL</b>	<b>78</b>

Note: Departments and Portfolio agencies do not have the responsibility for determining eligibility for the Australian Government's Paid Parental Leave Scheme. The figures provided here are derived from information received from Centrelink with regard to those employees who have contacted Centrelink.

2. The number of staff and their classifications are listed in the table below.

<b>Department/Portfolio Agency</b>	<b>Classification</b>	<b>Number</b>	<b>TOTAL</b>
Department of Sustainability, Environment, Water, Population and Communities includes the Director of National Parks	EL 2	1	<b>48</b>
	EL 1	19	
	APS 6	17	
	APS 5	7	
	APS 4	3	
	APS 1/2	1	
Bureau of Meteorology	EL 1	3	<b>9</b>
	APS 6	5	
	APS 5	1	
Great Barrier Reef Marine Park Authority	APS 6	3	<b>8</b>
	APS 5	2	
	APS 4	1	
	APS 2	2	
Murray-Darling Basin Authority	EL 2	1	<b>4</b>
	APS 6	1	
	APS 5	1	
	APS 4	1	
National Water Commission	APS 6	1	<b>1</b>
Sydney Harbour Federation Trust	EL 1	1	<b>1</b>
<b>TOTAL</b>			<b>71</b>



3. Details of the PPL Scheme offered by each department and agency are provided in the table below.

<b>Department/Portfolio Agency</b>	<b>Scheme Offered</b>	<b>Number using scheme</b>
Department of Sustainability, Environment, Water, Population and Communities includes the Director of National Parks	Centrelink Paid Parental Leave Scheme.	48
Bureau of Meteorology	Centrelink Paid Parental Leave Scheme.	9
Great Barrier Reef Marine Park Authority	Centrelink Paid Parental Leave Scheme.	8
Murray Darling Basin Authority	Centrelink Paid Parental Leave Scheme.	5
National Water Commission	Centrelink Paid Parental Leave Scheme.	1
Sydney Harbour Federation Trust	Centrelink Paid Parental Leave Scheme.	0

**Senate Standing Committee on Environment and Communications  
Legislation Committee**  
Answers to questions on notice  
**Sustainability, Environment, Water, Population and Communities portfolio**  
Additional Budget Estimates, February 2013

**Program: Division or Agency:** Corporate: CSD **Question 177**  
**Topic:** Portfolio Wide – training for Portfolio  
Minister and Parliamentary Secretary **No:**

**Proof Hansard Page and Date** Written  
**or Written Question:**

**Senator Birmingham asked:**

1. For this financial year to date, how much has been spent on training for ministers and parliamentary secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for?
2. For this financial year to date, how much has been spent on training for staff of ministers and parliamentary secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for?
3. For this financial year to date, how much has been spent on training designed to better suit the needs of ministers and parliamentary secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for, and how many employees attended and their classification?

**Answer:**

***Department of Sustainability, Environment, Water, Population and Communities***<sup>1</sup>

1-3. Nil.

<sup>1</sup> Includes information for the Director of National Parks

**Senate Standing Committee on Environment and Communications  
Legislation Committee**  
Answers to questions on notice  
**Sustainability, Environment, Water, Population and Communities portfolio**  
Additional Budget Estimates, February 2013

**Program: Division or Agency:** Corporate: CSD

**Question No:** 178

**Topic:** Portfolio Wide – corporate cars

**Proof Hansard Page and Date** Written

**or Written Question:**

**Senator Birmingham asked:**

1. How cars are owned by each department/agency?
2. Where is the car/s located?
3. What is the car/s used for?
4. What is the cost of each car for this financial year to date?
5. How far did each car travel this financial year to date?

**Answer:**

Responses are provided in the attached table.

Agency	Quantity (1)	Location (2)	What is the car used for (3)	2012/13 YTD \$ (4) <sup>1</sup>	2012/13 YTD km's (5)
Department of Sustainability, Environment, Water, Population and Communities	Nil	Not applicable <sup>1</sup>	Not applicable	Not applicable	Not applicable
Bureau of Meteorology	2	Cocos (Keeling) Island	Travel to and from work, transport staff and their dependants around the islands, collection of stores from the wharf, attend meetings, collection and delivery of mail to and from the Post Office, rubbish removal and other official business.	4,200.00	5,264km's
	1	Norfolk Island National Park		2,699.00	4,886 km's
National Water Commission	Nil	Not applicable	Not applicable	Not applicable	Not applicable
Sydney Harbour Federation Trust	Not applicable	Nil	Not applicable	Not applicable	Not applicable
Director of National Parks <sup>2</sup>	4	Norfolk Island National Park	Director of National Parks has a mix of passenger cars and operational vehicles. Passenger cars are used by staff to undertake park business including attending meetings and park sites for visitor talks. Operational vehicles have been set up specifically to undertake management activities such as fire fighting or weed spraying.	1,745.32	814,154 km's <sup>3</sup>
	12	Booderee National Park		32,667.46	
	19	Christmas Island National Park		5,869.65	
	2	Cocos (Keeling) Island		0	
	66	Kakadu National Park		103,786.06	
	24	Uluru-Kata Tjuta National Park		42,473.0	
Great Barrier Reef Marine Park Authority	Nil	Not applicable	Not applicable	Not applicable	Not applicable
Murray-Darling Basin Authority	Nil	Not applicable	Not applicable	Not applicable	Not applicable

<sup>1</sup> The department does not own any vehicles. All vehicles are leased.

<sup>2</sup> Director of National Parks costs include maintenance, repairs and registration. The costs do not include fuel. Director of National Parks buys fuel in bulk in many of its locations for use in generators and vehicles including cars, so the cost of fuel per vehicle is not recorded.

<sup>3</sup> Due to the size and remoteness of some locations the department is not able to access all vehicles logs, so this is an estimation based on the logs returned.