

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

<b>Program: Division:</b>	Corporate: CSD	<b>Question No:</b>	127
<b>Topic:</b>	Murray-Darling Basin update on unallocated/unspent funds		
<b>Proof Hansard Page and Date or Written Question:</b>	25 (29/05/13)		

**Senator Xenophon asked:**

Senator XENOPHON: This is a very broad question, but since 2007 I think \$13.7 billion has been allocated to return the Murray-Darling Basin to health. Again, I am happy for you to take this question on notice: can you indicate how much of this remains unallocated and unspent? What projects are in the pipeline? In other words, how much of that money has not actually been allocated yet?

Ms Harwood: Specifically for the Sustainable Rural Water Use and Infrastructure Program, which is \$5.6 billion of administered funding, around \$180 million of that has yet to be allocated to a specific project. In terms of commitment, there is also about, from memory, \$570 million—perhaps \$520 million, with the move to the regulators in the Riverland—which is committed to the states but which has not yet come under project for state priority projects. The broader \$13.7 billion includes urban infrastructure programs, funds going to other agencies, et cetera. For the remaining unspent moneys in the global \$13.7 billion, I would need to take that on notice.

**Answer:**

*Water for the Future* is the Australian Government's long-term initiative to better balance the water needs of communities, farmers and the environment. It contains a suite of urban and rural policies and programs, including significant funding for water purchasing, irrigation modernisation, desalination, recycling, and stormwater capture.

The greatest focus is on the Murray-Darling Basin to provide farmers and communities with more confidence to plan for a future with less water, to put water use on a sustainable footing, to enhance irrigation productivity, and to improve river and wetland health.

The total expenditure on all elements of the Water for the Future, up to 31 May 2013, is \$5,627.2 million. The current budget and forward estimates for the Water for the Future programs (which include funding for Treasury for payments to the states under the Federal Financial Relations framework) are shown in the following table.

## Water for the Future Initiative (\$'million)

PROGRAM	Total Program Funding	Total Program Spend to 31 May 2013	Remaining Contractual commitments	Other commitments <sup>7</sup>	Total Unallocated as at 31 May 2013
<b>SEWPaC ADMINISTERED <sup>1</sup></b>					
Sustainable Rural Water Use and Infrastructure <sup>2,3</sup>	5,276.3	1,563.5	2,090.1	1,430.1	192.6
Restoring the Balance in the Basin <sup>4</sup>	4,429.9	2,154.6	213.5	2,061.7	0.0
Great Artesian Basin Sustainability Initiative	46.8	20.0	4.6	10.1	12.0
National Water Security Plan for Cities and Towns (includes Green Precincts)	245.8	196.8	32.1	17.0	0.0
National Rainwater and Greywater Initiative	7.8	7.8	0.0	0.0	0.0
National Urban Water and Desalination Plan	683.3	580.0	103.2	0.0	0.0
Water Smart Australia	898.0	891.1	6.8	0.0	0.0
The Living Murray Initiative	184.5	184.5	0.0	0.0	0.0
Bioremediation and Revegetation Trials	9.4	9.4	0.0	0.0	0.0
Commonwealth contribution under the Murray Darling Basin Agreement <sup>5</sup>	106.2	19.3	0.0	86.9	0.0
Water for the Environment Special account <sup>6</sup>	1,775.0	0.0	0.0	1,775.0	0.0
State Implementation Costs (MDB IGA)	139.5	0.0	0.0	139.5	0.0
<b>TOTAL SEWPaC ADMINISTERED</b>	<b>13,802.4</b>	<b>5,627.2</b>	<b>2,450.2</b>	<b>5,520.3</b>	<b>204.6</b>

### Notes:

- SEWPaC Administered funding includes funding delivered through the Department of Treasury under the Federal Financial Relations Act.
- SRWUIP Administered funding is inclusive of funding now presented under Outcome 6 - Commonwealth Environmental Water.
- Total unallocated includes funding of \$100m currently under negotiation with the Victorian Government for an on-farm program. Other Commitments funding includes \$180.1m recently agreed with the NSW government for the Nimmie-Caira System Enhanced Environmental Water Delivery project.
- Includes \$1.266 billion for Environmental Works and Measures from 2015-16 out to 2023-24. Other funds are committed to the Government's commitment to 'bridge the gap' to the new SDLs in the Basin Plan.
- The level of funding provided to the Murray- Darling Basin Authority under the MDB Agreement has been agreed for the years 2012-13 to 2014-15. The contribution for 2015-16 and 2016-17 are estimates.
- The Government has committed \$1,775 billion to enhance the environmental outcome that can be achieved by the Basin Plan by relaxing delivery constraints and recovering an additional 450GL of water for the environment. This funding will be credited to the *Water for the Environment Special Account* on an annual basis commencing 01 July 2014, in accordance with Section 86AG of the *Water Amendment (Water for the Environment Special Account) Act 2013*.
- Other commitments includes contracts under negotiations with States and Territory, Non States & Territory, external tender, grants process underway, election, government and ministerial approval.

NB rounding of figures may result in minor discrepancies

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

**Program: Division:** Corporate: CSD **Question 128**  
**No:**

**Topic:** Portfolio Wide - Staffing

**Proof Hansard Page and Date** Written

**or Written Question:**

**Senator Birmingham asked:**

How many ongoing staff recruited this financial year to date?

- a. What classification are these staff?
- b. How many non-ongoing positions exist or have been created this financial year to date?
- c. What classification are these staff?
- d. This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?

**Answer:**

<b>Number of ongoing staff recruited this financial year to date<sup>1</sup></b>	
Department of Sustainability, Environment, Water, Population and Communities <sup>2</sup>	113
Bureau of Meteorology (BOM)	69
Great Barrier Reef Marine Park Authority (GBRMPA)	14
Murray Darling Basin Authority (MDBA)	15
National Water Commission (NWC)	6
Sydney Harbour Federation Trust (SHFT)	0

a.

<b>Classification of ongoing staff recruited this financial year to date<sup>1</sup></b>						
Classification Level	Department <sup>2</sup>	BOM	GBRMPA	MDBA	NWC	SHFT
Trainee						
Cadet						
Graduate	34	8		6		
APS 1/2	1	2	1			

APS 3	6	2	1	1		
APS 4	6	5				
APS 5	18	8	4	2	2	
APS 6	23	14	4	3	2	
Executive Level 1	14	19	4	2	2	
Executive Level 2	10	9		1		
SES Band 1		1				
SES Band 2	1	1				
SES Band 3						
Total	113	69	14	15	6	0

b.

<b>Number of existing or non-ongoing positions created this financial year to date<sup>1</sup></b>	
Department of Sustainability, Environment, Water, Population and Communities <sup>2</sup>	382
Bureau of Meteorology (BOM) (22 created this FYTD)	219
Great Barrier Reef Marine Park Authority (GBRMPA)	36
Murray Darling Basin Authority (MDBA)	18
National Water Commission (NWC)	0
Sydney Harbour Federation Trust (SHFT)	0

c.

<b>Classification of existing or non-ongoing positions created this financial year to date<sup>1</sup></b>						
Classification Level	Department <sup>2</sup>	BOM	GBRMPA	MDBA	NWC	SHFT
Trainee	1					
Cadet						
Graduate						
APS 1/2	55	6	5	1		

APS 3	53	11	3			
APS 4	100	6	4	1		
APS 5	61	17	12	4		
APS 6	59	78	8	3		
Executive Level 1	35	81	3	8		
Executive Level 2	15	19	1	1		
SES Band 1	2	1				
SES Band 2	1					
SES Band 3						
Total	382	219	36	18	0	0

d.

	<b>Number of employees employed on contract this financial year to date<sup>1</sup></b>	<b>Average length of their employment period (in weeks)</b>
Department <sup>23</sup>	382	38
BOM	68	49
GBRMPA	59	30
MDBA	16	35
NWC	6	23
SHFT	24	156

<sup>1</sup> The reporting period is 1 July 2012 to 30 April 2013

<sup>2</sup> Includes information for the Director of National Parks

<sup>3</sup> This figure excludes non-ongoing contracts with the Australian Antarctic Division due to special circumstances governing the contracts of Antarctic expeditioners.

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

**Program: Division:** Corporate: CSD **Question No:** 129  
**Topic:** Portfolio Wide - Staffing  
**Proof Hansard Page and Date** Written  
**or Written Question:**

**Senator Birmingham asked:**

How many ongoing staff left the department/agency this financial year to date? What classification were these staff?

- a. How many non-ongoing staff left department/agency this financial year to date? What classification were these staff?
- b. How many contract staff left department/agency in the year this financial year to date? What classification were these staff?

**Answer:**

<b>Number of ongoing staff who left the department/agency this financial year to date<sup>1</sup></b>	
Department of Sustainability, Environment, Water, Population and Communities <sup>2</sup>	191
Bureau of Meteorology (BOM)	89
Great Barrier Reef Marine Park Authority (GBRMPA)	14
Murray Darling Basin Authority (MDBA)	26
National Water Commission (NWC)	7
Sydney Harbour Federation Trust	2

<b>Classification of ongoing staff who left the department/agency this financial year to date<sup>1</sup></b>						
Classification Level	Department <sup>2</sup>	BOM	GBRMPA	MDBA	NWC	SHFT <sup>3</sup>
Trainee						
Cadet						
Graduate	2	3				
APS 1/2	4	5				
APS 3	9	10				

APS 4	22	1	2	2		
APS 5	31	18	2	4	2	
APS 6	49	20	4	4		
Executive Level 1	42	19	4	9	2	
Executive Level 2	26	11	1	6	3	
SES Band 1	5	2	1	1		2
SES Band 2	1					
SES Band 3						
Total	191	89	14	26	7	2

a.

<b>Number of non-ongoing staff who left the department/agency this financial year to date<sup>1</sup></b>	
Department of Sustainability, Environment, Water, Population and Communities <sup>2</sup>	412
Bureau of Meteorology (BOM)	65
Great Barrier Reef Marine Park Authority (GBRMPA)	24
Murray Darling Basin Authority (MDBA)	21
National Water Commission (NWC)	6
Sydney Harbour Federation Trust	11

<b>Classification of non-ongoing staff who left the department/agency this financial year to date<sup>1</sup></b>						
Classification Level	Department <sup>2</sup>	BOM	GBRMPA	MDBA	NWC	SHFT <sup>3</sup>
Trainee						
Cadet						
Graduate						
APS 1/2	53	2	10	2		
APS 3	117	4	4	1		4
APS 4	57	2	4	1	2	2
APS 5	76	4	2	5		
APS 6	50	26	4	5	2	2
Executive Level 1	30	16		6	2	1
Executive Level 2	27	10		1		1

SES Band 1	1	1				1
SES Band 2	1					
SES Band 3						
Total	412	65	24	21	6	11

b.

<b>Number of contract staff who left the department/agency this financial year to date<sup>1</sup></b>	
Department of Sustainability, Environment, Water, Population and Communities <sup>2</sup>	412
Bureau of Meteorology (BOM)	65
Great Barrier Reef Marine Park Authority (GBRMPA)	24
Murray Darling Basin Authority (MDBA)	21
National Water Commission (NWC)	6
Sydney Harbour Federation Trust	11

<b>Classification of contract staff who left the department/agency this financial year to date<sup>1</sup></b>						
Classification Level	Department <sup>2</sup>	BOM	GBRMPA	MDBA	NWC	SHFT <sup>3</sup>
Trainee						
Cadet						
Graduate						
APS 1/2	53	2	10	2		
APS 3	117	4	4	1		4
APS 4	57	2	4	1	2	2
APS 5	76	4	2	5		
APS 6	50	26	4	5	2	2
Executive Level 1	30	16		6	2	1
Executive Level 2	27	10		1		1
SES Band 1	1	1				1
SES Band 2	1					
SES Band 3						
Total	412	65	24	21	6	11

<sup>1</sup> The reporting period is 1 July 2012 to 30 April 2013

<sup>2</sup> Includes information for the Director of National Parks

<sup>3</sup> Sydney Harbour Federation Trust staff is not employed under the Australian Public Service Act. Classification levels shown are equivalent to APS levels.



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

**Program: Division:** Corporate: CSD **Question 130**  
**No:**

**Topic:** Portfolio Agencies only - redundancies

**Proof Hansard Page and Date** Written

**or Written Question:**

**Senator Birmingham asked:**

How many staff reductions/voluntary redundancies have occurred this financial year to date?  
What was the reason for these reductions?

- a. Were any of these reductions involuntary redundancies? If yes, provide details.
- b. Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.
- c. If there are plans for staff reductions, please give the reason why these are happening.
- d. Are there any plans for involuntary redundancies? If yes, provide details.

**Answer:**

Details of staff reductions/voluntary redundancies for the 2012/2013 financial year follow:

<b>Department / Agency</b>	<b>Numbers</b>	<b>Reason</b>
Department of Sustainability Environment Water Population & Communities	126	VR's offered and accepted as a result of budgetary requirements.
Bureau of Meteorology (BOM)	24	22 voluntary redundancies with two involuntary
Great Barrier Reef Marine Park Authority (GBRMPA)	2	Positions no longer required due to a restructure
Murray Darling Basin Authority (MDBA)	2	Result of changes in program delivery, reduced funding for joint program activities.
National Water Commission (NWC)	0	N/A
Sydney Harbour Federation Trust (SHFT)	2	VR's offered and accepted as a result of budgetary requirements.
<b>TOTAL</b>	<b>156</b>	

a. Were any of these reductions involuntary redundancies? If yes, provide details.

Department / Agency	1 July 2012 to 30 June 2013	
	Yes/No	Reason
Department of Sustainability Environment Water Population & Communities	Yes	These were originally declined offers of redundancy, and when redeployment efforts were unsuccessful within an assigned retention period, employment was terminated at the end of the retention period
Bureau of Meteorology (BOM)	Yes	These were originally declined offers of redundancy, and when redeployment efforts were unsuccessful within an assigned retention period, employment was terminated on an involuntary basis
Great Barrier Reef Marine Park Authority (GBRMPA)	No	N/A
Murray Darling Basin Authority (MDBA)	No	N/A
National Water Commission (NWC)	No	N/A
Sydney Harbour Federation Trust (SHFT)	Yes	Difficult financial environment

b. Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.

The Murray Darling Basin Authority anticipate a small number of additional redundancies, while the Department of Sustainability Environment Water Population & Communities may also consider further staff reductions in the 13/14 financial year to meet budgetary requirements. However it should be noted that further redundancies may eventuate in accordance with the requirements of the agencies' enterprise agreements if positions become excess to requirements.

Department / Agency	1 July 2013 to 30 June 2014	
	Yes/No	Reason
Department of Sustainability Environment Water Population & Communities	Yes	Reductions managed through tight recruitment in line with budgetary requirements.
Bureau of Meteorology (BOM)	No	N/A
Great Barrier Reef Marine Park Authority (GBRMPA)	No	N/A
Murray Darling Basin Authority (MDBA)	Yes	There will be a small number of further redundancies due to changes in program delivery, primarily as a result of the Murray–Darling Basin Ministerial Council decision to reduce funding for joint program activities.

National Water Commission (NWC)	No	N/A
Sydney Harbour Federation Trust (SHFT)	No	N/A

c. If there are plans for staff reductions, please give the reason why these are happening.

Department / Agency	1 July 2013 to 30 June 2014	
	Yes/No	Reason
Department of Sustainability Environment Water Population & Communities	Yes	To meet budgetary requirements.
Bureau of Meteorology (BOM)	N/A	N/A
Great Barrier Reef Marine Park Authority (GBRMPA)	N/A	N/A
Murray Darling Basin Authority (MDBA)	Yes	There will be a small number of further redundancies due to changes in program delivery, primarily as a result of the Murray–Darling Basin Ministerial Council decision to reduce funding for joint program activities.
National Water Commission (NWC)	N/A	N/A
Sydney Harbour Federation Trust (SHFT)	N/A	N/A

d. Are there any plans for involuntary redundancies? If yes, provide details.

Department / Agency	1 July 2013 to 30 June 2014	
	Yes/No	Reason
Department of Sustainability Environment Water Population & Communities	No	N/A
Bureau of Meteorology (BOM)	No	N/A
Great Barrier Reef Marine Park Authority (GRMPA)	No	N/A
Murray Darling Basin Authority (MDBA)	No	N/A
National Water Commission (NWC)	No	N/A
Sydney Harbour Federation Trust (SHFT)	No	N/A

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

**Program: Division:** Corporate: CSD **Question 131**  
**No:**

**Topic:** Portfolio Wide - Public Service efficiencies

**Proof Hansard Page and Date** Written

**or Written Question:**

**Senator Birmingham asked:**

Please provide details of the amended operational efficiencies your agency will make as per 2013-14 Budget Measure 'Public Service efficiencies' (see 2013-14 Budget Paper No 2 p108).

In addition, please provide the following detail:

- a. Can you quantify the estimated savings for each year over the forward estimates for savings achieved by implementing more efficient management structures, through a reduction in expenditure on staff across the Executive Level (EL) 1 and 2, and Senior Executive Service (SES) levels?
- b. Can you quantify the estimated savings for each year over the forward estimates for savings achieved by revising down the occupational density target for all new leases, buildings and major fit-outs undertaken by agencies from 16 square metres per occupied workpoint down to 14 square metres?

**Answer:**

- a. The Department of Finance and Deregulation is providing a Whole of Government response for part a.
- b. The Department of Finance and Deregulation have advised reductions in budget funding for the Department of Sustainability, Environment, Water, Population and Communities and portfolio agencies over the forward estimates.

Department/Agency*	13/14 \$	14/15 \$	15/16 \$	16/17 \$
DSEWPaC	111,121	204,877	204,877	204,877
Bureau of Meteorology	385,000	1,370,000	1,370,000	1,370,000
<b>TOTAL</b>	<b>496,121</b>	<b>1,574,877</b>	<b>1,574,877</b>	<b>1,574,877</b>

\*These reductions in funding will need to be absorbed by DSEWPaC and the Bureau of Meteorology until capital funding is provided for new accommodation or fit-out.

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

**Program: Division:** Corporate: CSD **Question No:** 132  
**Topic:** Portfolio Wide - Public Service efficiencies  
**Proof Hansard Page and Date or Written Question:** Written

**Senator Birmingham asked:**

Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?

- a. Has there been a reduction in the use of external consultants and contractors? Has this impacted on the Department/agency, and how? What are the estimated savings for each year over the forward estimates?
- b. Provide an update of moving recruitment advertising online. Is any recruitment still in printed materials, and if yes, why? What are the estimated savings for each year over the forward estimates?
- c. Has the department/agency reduced its printing costs? If no, why not? Have printing costs increased, and if yes why and how much? Has the five per cent savings target been achieved – if yes, how, or if it will not, why not?
- d. What are the estimated savings for each year over the forward estimates?

**Answer:**

The Department of Sustainability, Environment, Water, Population and Communities (the department) and portfolio agencies do not maintain forward departmental estimates at an individual account code level that would allow the savings against the forward estimates to be quantified specifically. Nevertheless, as outlined below, aggregate expenditure trends indicate that good progress is being made in achieving further efficiencies in the nominated areas of expenditure.

The department has introduced the general practice of not booking business class travel for SES officers on shorter domestic routes (Canberra to/from Sydney and Melbourne). The portfolio agencies have also further targeted reductions in business class travel.

- a. Total departmental consultancy expenditure for 2011-12 was \$7.7 million. For financial year 2012-13 up to 30 April expenditure was \$3.6 million. Notwithstanding the variable nature of consultancy expenditure, indications are that the full year expenditure will be appreciably lower than 2011-12. The department and portfolio agencies have increased their focus on constraining consultancies by minimising the use of consultants to specialist expertise only. Expenditure on contractors is not specifically identifiable within the account codes; however, similar controls and scrutiny are applied to contractor expenditure.
- b. The department and portfolio agencies introduced restrictions to recruitment advertising in print media in 2009 as a cost saving exercise. Since then the majority of recruitment

advertising has been online. Recruitment advertising in print media is restricted to hard to fill vacancies, particularly those in remote locations such as Antarctica and some of the jointly managed national parks. The department's annual graduate program is advertised in the Graduate Opportunities and Graduate connections publications. Due to very limited recruitment advertising in print media since 2009 it is not possible quantify savings over the forward estimates.

- c. The department has reduced its printing costs. The target of five per cent reduction has been exceeded by the use of a centralised print management service which is helping to deliver savings.
- d. The department uses a print management system to manage Panel and MUL arrangements, which tracks and reports all communication product activity including the volume of print material produced. Compared with 2011-2012, the department has maintained a downward trajectory for printing expenditure. This trend is likely to be sustained as the department increases its use of new media and innovative technologies to communicate with online audiences.

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

**Program: Division or Agency:** Corporate: CSD **Question 133**  
**No:**

**Topic:** Portfolio Wide - Graduate  
Recruitment

**Proof Hansard Page and Date** Written

**or Written Question:**

**Senator Birmingham asked:**

Provide an update on expenditure for 2014 Graduate Recruitment to date? a) Please itemise and detail costs.

b) Has any travel been incurred for 2014 Graduate Recruitment? Please itemise and detail costs.

**Answer:**

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

a. Expenditure for 2014 graduate recruitment

<b>Description</b>	<b>Cost \$ incl GST</b>
Booking the 'Big Meet' careers fairs to be held in March 2013 in Sydney, Brisbane, Melbourne and Adelaide	6,325
Booking 'Tertiary to Work' careers fair to be held on 15 March in Canberra	1,180
Advertising Graduate Opportunities publication	7,838
Advertising Graduate Connections publication	5,170
Advertising in SEEK through Adcorp	223
Printing brochures	976

b. Travel incurred for 2014 graduate recruitment

<b>Description</b>	<b>Cost \$ incl GST</b>
Flights for Big Meet Careers fairs in Sydney, Brisbane, Melbourne and Adelaide March 2013	2,384
Meal allowances for Big Meet Careers fairs in Sydney, Brisbane, Melbourne and Adelaide March 2013	392

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

**Bureau of Meteorology**

- a. \$23,097 – Advertising expenses
- b. No

**Murray Darling Basin Authority**

- a. Expenditure for 2014 graduate recruitment

<b>Description</b>	<b>Cost \$ incl GST</b>
Unigrad Advertising	6,434
Attendance at Tertiary to Work Career Fair	1,073

- b. No

**Great Barrier Reef Marine Park Authority**

The Authority has not spent any funds or incurred any travel costs for graduate recruitment in the financial year to 30 April 2013.

**National Water Commission**

The Commission has not spent any funds or incurred any travel costs for graduate recruitment in the financial year to 30 April 2013.

**Sydney Harbour Federation Trust**

The Trust does not have a graduate program.



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**Sustainability, Environment, Water, Population and Communities portfolio**  
Budget Estimates, May 2013

<b>Program: Division:</b>	Corporate: CSD	<b>Question No:</b> 134
<b>Topic:</b>	Portfolio Wide – hospitality and entertainment	
<b>Proof Hansard Page and Date or Written Question:</b>	Written	

**Senator Birmingham asked:**

What is the Department/Agency's hospitality spend for this financial year to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.

- a. For each Minister and Parliamentary Secretary office, please detail total hospitality spend for this financial year to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.
- b. What is the Department/Agency's entertainment spend for this financial year to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.
- c. For each Minister and Parliamentary Secretary office, please detail total entertainment spend for this financial year to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.
- d. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
- e. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.
- f. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
- g. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.
- h. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved and what are the estimated savings over each year of the forward estimates?

**Answer:**

In addition to those amounts reported in response to the previous Senate Estimates Question on Notice on Hospitality and Entertainment from the February 2013 Budget Estimates hearings (QON 217), the Department of Sustainability, Environment, Water, Population and Communities (the department) spent \$6,686.67 on hospitality for 1 July 2012 to 30 April 2013. Details of date, location, purpose and cost of all events are listed below.

<b>Date</b>	<b>Location</b>	<b>Purpose</b>	<b>Cost</b>
13 February 2013	Turkish Harem Restaurant, Kingston, ACT	Dinner for Basin Officials Committee	\$408.64
15 February 2013	Chez Andre Restaurant, Paris, France	Lunch meeting with the Executive Secretary of the International Whaling Commission.	\$97.59
25 February 2013	Cuisine on Cue, Brisbane, QLD	Reception for the opening of the United Nations South West Pacific Regular Process workshop.	\$1,206.75
26 February 2013	Charcoal Lane Restaurant, Fitzroy Vic	Indigenous Advisory Committee - Indigenous Protected Areas Subcommittee Dinner	\$757.73
26 February 2013	Dundeas Restaurant, Cairns, QLD	Dinner meeting to discuss critical operational matters with key stakeholders relating to Cape York world heritage nomination.	\$448.95
21 March 2013	Sculpture Garden Restaurant, Canberra, ACT	Lunch to Host Chilean Environment Minister, guest of Government visit.	\$753.00
3 April 2013	Daikoku Restaurant, Port Moresby, Papua New Guinea	Dinner for the Department of Environment and Conservation and the Department of Sustainability, Environment, Water, Population and Communities Kokoda Initiative Planning Week	\$463.58
11 April 2013	Deniliquin, NSW	Dinner for Stakeholder Reference Panel members and local water and environmental management authorities' senior personnel who assisted in providing commonwealth environmental water to the area and organising the panel meeting.	\$653.00
19 April 2013	Queen Sirikit National Convention Centre, Bangkok, Thailand	Catering for the Coalition Against Wildlife Trafficking partners meeting.	\$2,346.38
29 April 2013	The Boat House Restaurant, Canberra, ACT	Dinner for the second India-Australia Joint Working Group Meeting	\$1,935.00

In addition to those amounts reported in response to the previous Senate Estimates Question on Notice on Hospitality and Entertainment from the February 2013 Budget Estimates hearings (QON 217), the Bureau of Meteorology (the Bureau) spent \$1,621.86 on hospitality for 1 July 2012 to 30 April 2013. Details of date, location, purpose and cost of all events are listed below.

<b>Date</b>	<b>Location</b>	<b>Purpose</b>	<b>Cost</b>
22 April 2013	Melbourne	Official hospitality (dinner) for Korea Meteorological Administration delegation	\$1,621.86

In addition to those amounts reported in response to the previous Senate Estimates Question on Notice on Hospitality and Entertainment from the February 2013 Budget Estimates hearings (QON 217), the Great Barrier Reef Marine Park Authority (GBRMPA) has spent \$Nil on hospitality for 1 July 2012 to 30 April 2013.

In addition to those amounts reported in response to the previous Senate Estimates Question on Notice on Hospitality and Entertainment from the February 2013 Budget Estimates hearings (QON 217), the Murray-Darling Basin Authority (the Authority), has spent \$1210.741 for 1 July 2012 to 30 April 2013. Details of date, location, purpose and cost of all events are listed below.

<b>Date</b>	<b>Location</b>	<b>Purpose</b>	<b>Cost</b>
6 February 2013	Malamay Restaurant Canberra	AGS thank you lunch re: Water Reform Legislative Development	\$958.00
11 April 2013	Bicicletta Providore Restaurant Canberra	Dinner with Stakeholders to discuss constraints management	\$252.74

In addition to those amounts reported in response to the previous Senate Estimates Question on Notice on Hospitality and Entertainment from the February 2013 Budget Estimates hearings (QON 217), the National Water Commission has spent \$3,243 on hospitality for 1 July 2012 to 30 April 2013. Details of date, location, purpose and cost of all events are listed below.

<b>Date</b>	<b>Location</b>	<b>Purpose</b>	<b>Cost</b>
13 February 2013	Canberra ACT	Commission meeting dinner to discuss strategic direction of NWC	\$863.00
21 February 2013	Canberra ACT	Parliamentary Briefing lunch for launch of International Water Day	\$2,380.00

In addition to those amounts reported in response to the previous Senate Estimates Question on Notice on Hospitality and Entertainment from the February 2013 Budget Estimates hearings (QON 217), the Sydney Harbour Federation Trust (the Trust) has spent \$Nil on hospitality for 1 July 2012 to 30 April 2013.

a. According to records of the Department of Sustainability, Environment, Water, Population and Communities (the department) and the Department of Finance and Deregulation (DoFD) there was no expenditure for hospitality by the offices of the following Minister and Parliamentary Secretary for the period 1 July 2012 to 30 April 2013 in relation to their portfolio responsibilities:

- the Office of the Hon Tony Burke MP; and
- the Office of Senator the Hon Don Farrell; and
- the Office of the Hon Amanda Rishworth MP

Costs of official travel by Ministers and Parliamentary Secretaries, and accompanying staff employed under the Members of Parliament (Staff) Act 1984 are largely paid for by the Department of Finance and Deregulation (Finance). Details of expenditure on entitlements (including domestic travel, car costs, overseas travel, Travelling Allowance, office facilities costs, office administrative costs and family travel) for all Senators and Members is compiled every six months in a report titled *Parliamentarians' Expenditure on Entitlements paid by the Department of Finance and Deregulation*. The reports and supporting information are published on the Finance website.

b. Departmental entertainment expenses are reported at question one, as they are incorporated in official hospitality. No agencies have reported any additional entertainment expenses for the period to 30 April 2013.

c. According to records of the department and the Department of Finance and Deregulation (DoFD) there was no expenditure for entertainment by the offices of the following Minister and Parliamentary Secretary for the period 1 July 2012 to 30 April 2013 in relation to their portfolio responsibilities:

- the Office of the Hon Tony Burke MP; and
- the Office of Senator the Hon Don Farrell; and
- the Office of the Hon Amanda Rishworth MP

d. Please see planned hospitality spend below for the Department / Agencies for the period from 30 April 2013. Details of date, location, purpose, and estimated cost are listed below:

<b>Date</b>	<b>Location</b>	<b>Purpose</b>	<b>Cost</b>
1 May 2013	Outback Spectacular Restaurant, Gold Coast, QLD	Reception dinner for the Pacific Island Country, South East Asia and Pacific, and South Asia ozone officers meeting.	\$8,500
8-9 May 2013	Cape Tribulation, QLD	Official hospitality for the Eastern Kuku Yalanji Indigenous Protected Area (IPA) declaration	\$5,940
10 May 2013	Ballina, NSW	Catering for Ngunya Jargoona IPA Declaration Ceremony.	\$1,650
10 May 2013	Ottoman Cuisine, Canberra, ACT	Dinner hosted by DSEWPaC for a visiting senior delegation from the Chinese Ministry of Water Resources.	\$2,541
20-29 May 2013	Brussels in Belgium	Three official functions with delegates from India, Korea,	\$2,500

		and Russia at the 36th Antarctic Treaty Consultative Meeting (ATCM XXXVI), Brussels in Belgium	
24 May 2013	Brisbane Convention & Exhibition Centre, Brisbane, QLD.	Catering for a reception for whale watching representatives, non governmental organisations and members of the International Whaling Commission's Whale watching working group.	\$3996
25 May 2013	Il Lido Waterfront, Darwin	Reception for VIPs of the World Indigenous Network Conference	\$2,200
26 May 2013	Pony Dining, Brisbane, QLD	Dinner for International Whaling Commission's Standing Working Group on Conservation Management Plans.	\$1862
23 July 2013	Pony Dining, Brisbane, QLD	DSEWPaC will host a reception for its PNG partners and other Australian Government agencies responsible for administering the Kokoda Initiative.	\$2,250
September 2013	Port Augusta	Lake Eyre Basin (LEB) Biennial Conference (Official Hospitality)	\$1,750
TBC	Wellesley Island, Northern QLD	Wellesley Island Dedication ceremony	\$3,000 <sup>1</sup>
TBC	Bourke town, Northern QLD	Gangalidda Dedication ceremony	\$3,000
TBC	Nhulunbuy, NT	Laynhapuy Dedication ceremony	\$2,000
TBC	On-country SW NT	Katiti Peterman IPA Dedication ceremony	\$4,000
TBC	On-country central WA	Kiwirrkurra IPA Dedication ceremony	\$4,000
TBC	Mawonga property, central NSW	Mawonga IPA Dedication ceremony	\$2,000
TBC	Katherine, NT	Wardaman IPA Dedication ceremony	\$2,000
TBC	Warrior Park, Wyndham, WA	Balangarra IPA Declaration Ceremony.	TBC
TBC	Yappala Homestead, WA	Yappala IPA Declaration Ceremony.	TBC
TBC	TBC, possibly	Yawaru IPA Declaration	TBC

<sup>1</sup> IPA Dedication/Declaration Ceremonies are the culmination of approximately three and a half years of planning and consultation, take place in largely remote areas, and incur expenditure of approximately \$20 per head. The final amount of expenditure may vary from location to location.

	Broome, WA	Ceremony.	
TBC	Bidyadanga, WA	Kurrajarrri IPA Declaration Ceremony.	TBC
TBC	TBC, possibly Point Pearce Community, SA	Wardang Island IPA Declaration Ceremony.	TBC

The National Water Commission has an estimated \$1,170.00 in planned hospitality expenditure for the period from 30 April 2013. Details of date, location, purpose, and estimated cost is listed below:

<b>Date</b>	<b>Location</b>	<b>Purpose</b>	<b>Cost</b>
5 June 2013	Darwin, NT	Commission meeting dinner with stakeholders	\$1,170

The Bureau, the Director of National Parks, GBRMPA, the Authority, and the Trust do not have any planned hospitality expenditure for the period from 30 April 2013.

e. According to records of the department and the Department of Finance and Deregulation (DoFD) there is no planned hospitality spend by the offices of the following Minister and Parliamentary Secretary for the period from 30 April 2013 in relation to their portfolio responsibilities:

- the Office of the Hon Tony Burke MP; and
- the Office of the Hon Amanda Rishworth MP

f. No entertainment is being planned by the department.

g. According to records of the department and the Department of Finance and Deregulation (DoFD) there is no planned entertainment spend by the offices of the following Minister and Parliamentary Secretary for the period from 30 April 2013 in relation to their portfolio responsibilities:

- the Office of the Hon Tony Burke MP; and
- the Office of the Hon Amanda Rishworth MP

h. Yes, the department tightly manages its expenditure on official hospitality, and allocates resources to areas of highest priority only.

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

**Program: Division:** Corporate: CSD **Question No:** 135  
**Topic:** Portfolio Wide – Meeting Costs  
**Proof Hansard Page and Date** Written  
**or Written Question:**

**Senator Birmingham asked:**

What is the Department/Agency's meeting spend for this financial year to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.

- a. For each Minister and Parliamentary Secretary office, please detail total meeting spend for this financial year to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.
- b. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
- c. For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.

**Answer:**

The department and agencies do not track meeting expenditure separately, including for the Minister or Parliamentary Secretaries, so this information is not readily available. It would involve a significant diversion of resources for the Department of Sustainability, Environment, Water, Population and Communities and agencies to attempt to answer this question.

- a. The Department of Finance and Deregulation (Finance) administers a number of entitlements provided to Senators, Members of Parliament, and their staff, including:
  - the Office of the Hon Tony Burke, MP; and
  - the Office of Senator the Hon Don Farrell; and
  - the Office of the Hon Amanda Rishworth, MP.

Finance did not meet the cost of meetings for the Minister and Parliamentary Secretaries in relation to their portfolio responsibilities during the period from 1 July 2012 to 31 January 2013.

Details of expenditure on entitlements is compiled every six months in a report titled Parliamentarians' Expenditure on Entitlements paid by the Department of Finance and Deregulation. The reports and supporting information are published on the Finance website.

- b. See answer to question one, above.
- c. See answer to question two, above. Given that Finance does not meet the cost of meetings, detailed budget projections for these activities are not available.

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

**Program: Division:** Corporate: CSD **Question No:** 136  
**Topic:** Portfolio Wide - Consultancies  
**Proof Hansard Page and Date** Written  
**or Written Question:**

**Senator Birmingham asked:**

1. How many consultancies have been undertaken this financial year to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies
2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known

**Answer:**

1. All consultancies at or over \$10,000 for Financial Management and Accountability Act (FMA) agencies and \$400,000 for Commonwealth Authorities and Companies Act (CAC) agencies (inc GST) are published on AusTender as per mandatory reporting requirements. Details of these consultancies can be found at [www.tenders.gov.au](http://www.tenders.gov.au)

Under contract reporting requirements set out in the Commonwealth Procurement Rules (CPRs), FMA agencies and CAC agencies are not required to individually identify contracts under the abovementioned thresholds and therefore do not record this information.

2. All known consultancies have been published in the Annual Procurement Plan in June 2013. This is a 'rolling plan' which is updated throughout the year as consultancy requirements often change in accordance with business requirements.

Planning for consultancies sits with individual business areas and it is not possible to otherwise detail planned consultancies without a significant diversion of resources.



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

**Program: Division:** Corporate: CSD **Question No:** 137  
**Topic:** Portfolio Wide - Social Media  
**Proof Hansard Page and Date** Written  
**or Written Question:**

**Senator Birmingham asked:**

Has there been any changes to department and agency social media or protocols about staff access and useage of Youtube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since May 2012 Budget Estimates? If yes, please explain and provide copies of any advice that has been issue.

- a. Does the department/agency monitor usage of social media?
- b. If yes, provide details of the useage (for example details could include average hours per employee, hours when useage peaks).
- c. Has there been a change to the department/agency protocols due to staff useage?
- d. If no, why not? Will the department/agency monitor useage in the future?
- e. Does social media impact on employee productivity? Provide details (details could include increased internet usage in general or increased internet usage in standard business hours).

**Answer:**

***Department of Sustainability, Environment, Water, Population and Communities including the Director of National Parks***

No change.

- a. No. Departmental internet usage is monitored. Monitoring of social media is only performed when a supervisor/manager suspects excessive use by a staff member.
- b. Not applicable.
- c. No.
- d. The Department of Sustainability, Environment, Water, Population and Communities has no plans to monitor social media, at this time.
- e. Employee productivity is managed through established performance feedback processes. While the usage of social media is not monitored, there is no evidence to suggest that employee productivity has been impacted by social media.

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

No change.

- a. The Murray–Darling Basin Authority does not specifically monitor the usage of social media.
- b. Not applicable.
- c. No.
- d. Overall internet usage is monitored and any unusual activity is investigated.
- e. Social media access is provided to assist in the delivery of agency business.

### ***Bureau of Meteorology***

No change.

- a. No.
- b. Not applicable.
- c. No.
- d. The Bureau of Meteorology has no plans to monitor social media, at this time.
- e. The introduction of the social media platform Yammer has increased the sharing of knowledge and communication within the Bureau of Meteorology which has enabled broader access to information related to Bureau business which has increased productivity.

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

No change.

- a. No.
- b. Not applicable.
- c. No.
- d. The Sydney Harbour Federation Trust has no plans to monitor social media, at this time.
- e. Employee productivity is managed through established performance feedback processes. While the usage of social media is not monitored, there is no evidence to suggest that employee productivity has been impacted by social media.

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

No change.

- a. Monitoring data is logged as per the requirements of the Defence Signals Directorate's Information Security Manual. Monitoring data is available on request by the relevant supervisor.
- b. Not applicable.

- c. No.
- d. The Great Barrier Reef Marine Park Authority has no plans to monitor social media, at this time.
- e. No. There have been no instances of excessive use of social media.

***National Water Commission***

No change.

- a. Yes.
- b. Social media usage is monitored by the National Water Commission's outsourced ICT provider. Instances of unusual usage are drawn to the National Water Commission's attention on a case by case basis.
- c. No.
- d. Not applicable.
- e. Based on information available to the National Water Commission, there is no evidence that staff usage of social media sites has a material impact on productivity.

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Answers to questions on notice  
**Sustainability, Environment, Water, Population and Communities portfolio**  
Budget Estimates, May 2013

<b>Program: Division:</b>	Corporate: CSD	<b>Question No:</b>	138
<b>Topic:</b>	Portfolio Wide - Internet		
<b>Proof Hansard Page and Date</b> <b>or Written Question:</b>	Written		

**Senator Birmingham asked:**

Has the Department experienced any internet problems, such as but not limited to slow internet, or internet blackouts? If yes, what was the reason for this? Did it impact the Minister's office?

**Answer:**

The Department of Sustainability, Environment, Water, Population and Communities has experienced minor, intermittent problems with access to the internet since 1 February 2013. These issues were a result of configuration errors with the end-user browser software, rather than infrastructure failure.

These issues would also have had a minor impact on the following divisions and portfolio agencies:

- The Supervising Scientist Division;
- The Director of National Parks; and
- The Sydney Harbour Federation Trust.

The impact on the Minister's office was minimal as alternative options are available for internet access.

The Great Barrier Reef Marine Park Authority, the Murray-Darling Basin Authority and the National Water Commission have not experienced any internet problems since 1 February 2013.

The Bureau of Meteorology experienced a 50 minute outage on 3 April 2013. The outage was a result of the launch of the Bureau's new public website front page. The Minister's office was not impacted.

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

**Program: Division:** Corporate: CSD **Question 139**  
**No:**

**Topic:** Portfolio Wide - Staff Amenities

**Proof Hansard Page and Date** Written

**or Written Question:**

**Senator Birmingham asked:**

What amenities are provided to staff? Provide a list, including any costs and the reason for providing the amenity.

**Answer:**

Other than standard office amenities, the following is provided within the department and portfolio agencies:

<b>Department/Agency</b>	<b>Amenities provided</b>
Department of Sustainability Environment Water Population and Communities*	<ul style="list-style-type: none"> <li>• 1 x small gym room was established in 2006 at the John Gorton Building. The lease costs for the equipment are \$4,810 per month incl GST. The equipment is provided due to the lack of gym facilities within the immediate vicinity and to promote a healthy work life balance for staff.</li> <li>• 1 x Pool table was purchased for 33 Allara St in 2009 for approximately \$3,000 as part of an amenities area to promote staff interaction and team building.</li> <li>• Access to a corporate gym membership for staff of the Australian Antarctic Division in Kingston, Tasmania. The costs are \$738 per month including GST. Gym facilities are provided to assist expeditioners maintain their fitness levels prior to going to Antarctica.</li> </ul>
Director of National Parks	Nil
National Water Commission	Nil
Sydney Harbour Federation Trust	<ul style="list-style-type: none"> <li>• 1x BBQ purchased for \$1,500.00 including GST, with ongoing cost of \$30.00 per year for gas bottle refills. The BBQ is used by staff, volunteers and tenants for social functions.</li> <li>• 1x Table Tennis table purchased for \$100 including GST to promote staff interaction and team building.</li> </ul>
Murray Darling Basin Authority	Nil
Great Barrier Reef Marine Park Authority	Nil
The Bureau of Meteorology	Nil

\* This excludes facilities provided at the Antarctic and sub-Antarctic stations.

**Senate Standing Committee on Environment and Communications**  
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**Sustainability, Environment, Water, Population and Communities portfolio**  
Budget Estimates, May 2013

**Program: Division:** Corporate: CSD **Question No:** 140  
**Topic:** Portfolio Wide - Coffee Machines  
**Proof Hansard Page and Date or Written Question:** Written

**Senator Birmingham asked:**

Has the department/agency purchased coffee machines for staff usage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.

- a. Why were coffee machines purchased?
- b. Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?
- c. Where did the funding for the coffee machines come from?
- d. Who has access?
- e. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
- f. What are the ongoing costs of the coffee machine, such as the cost of coffee?
- g. Does the department/agency rent coffee machines for staff usage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.
- h. Why are coffee machines rented?
- i. Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?
- j. Where does the funding for the coffee machines come from?
- k. Who has access?
- l. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
- m. What are the ongoing costs of the coffee machine, such as the cost of coffee?

**Answer:**

The answers are combined in the tables below.



	<b>g.</b>	<b>h.</b>	<b>i.</b>	<b>j.</b>	<b>k.</b>	<b>l.</b>	<b>m.</b>
<b>DSEWPAC*</b>	No	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
<b>DNP</b>	No	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
<b>SHFT</b>	No	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
<b>MDBA</b>	No	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
<b>NWC</b>	No	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
<b>GBRMPA</b>	No	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
<b>BOM</b>	No	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable

\* This excludes facilities provided on Antarctic and sub Antarctic stations.





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Answers to questions on notice  
**Sustainability, Environment, Water, Population and Communities portfolio**  
Budget Estimates, May 2013

**Program: Division:** Corporate: CSD **Question No:** 141  
**Topic:** Portfolio Wide - Contractors  
**Proof Hansard Page and Date** Written  
**or Written Question:**

**Senator Birmingham asked:**

For this financial year to date:

- a) Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details (including the work undertaken and the cost).
- b) Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details (including the work undertaken and the cost).
- c) Has the department/agency ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details (including the work undertaken and the cost).
- d) Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details (including the work undertaken and the cost).
- e) Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details (including the work undertaken and the cost).
- f) Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details (including the work undertaken and the cost).
- g) Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details (including the work undertaken and the cost).
- h) Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details (including the work undertaken and the cost).
- i) Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.
- j) What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).

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Budget Estimates, May 2013

**Answer:**

Portfolio	Yes or No Response									If answer yes, please advise details
	a)	b)	c)	d)	e)	f)	g)	h)	i)	
Department of Sustainability, Environment, Water, Population and Communities	No	No	No	No	No	No	No	No	No	
Bureau of Meteorology	No	No	No	No	No	No	No	No	No	
Great Barrier Reef	No	No	No	No	No	No	No	No	No	
Sydney Harbour Trust Federation	No	No	No	No	No	No	No	No	No	
Director of National Parks	No	No	No	No	No	No	No	No	No	
National Water Commission	No	No	No	No	No	No	No	No	No	
Murray Darling Basin Authority	No	No	No	No	No	No	No	No	No	

j). The Department/Portfolio does not track individual contractors employed within the department/agencies. Contractors are engaged directly by business areas and not through a coordinated, central point of contact. Details of contractors would only be obtainable from manual scrutiny of individual invoices that have been filed. This would require a significant diversion of resources which would not be an appropriate use of public resources.

All contracts at or over \$10,000 for FMA agencies and \$400,000 for CAC agencies (inc GST) are published on AusTender as per mandatory reporting requirements. Details of these contracts can be found at [www.tenders.gov.au](http://www.tenders.gov.au)

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

**Program: Division:** Corporate: CSD **Question 142**  
**Topic:** Portfolio Wide - Grants **No:**  
**Proof Hansard Page and Date** Written  
**or Written Question:**

**Senator Birmingham asked:**

Could the department/agency provide an update list of all grants, including ad hoc and one-off grants for this financial year to date? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.

- a. Have all grant agreement details been published on its website within the required timeframe? If not, provide details.

**Answer:**

The Department of Sustainability, Environment, Water, Population and Communities (the department) has published on its website (and on other agency websites) information on individual grant agreements in compliance with the reporting requirements outlined in the Commonwealth Grant Guidelines. The details of all grant agreements (including the grant amount, recipient, purpose and location) can be found at the following links.

<http://www.environment.gov.au/about/grants/index.html> .

<http://www.nwc.gov.au/organisation/accountability>.

<http://www.mdba.gov.au/about/list-of-grants>.

<http://www.bom.gov.au/water/regulations/fundingProgram/index.shtml>.

- a. To the best of the department's knowledge a total of 4 grant agreements have been confirmed as published later than the required timeframe in the financial year to 30 April 2013. These are:

<b>Program</b>	<b>Recipient</b>	<b>Amount (GST inclusive)</b>	<b>Days late</b>
Your Community Heritage	Australian Council of National Trusts	\$75,000	142
Your Community Heritage	The Federation of Australian Historical Societies Incorporated ACT	\$50,000	137
Your Community Heritage	Woolmers Foundation Inc	\$25,000	41
Your Community Heritage	Roman Catholic Trust Corporation for the Diocese of Rockhampton	\$385,000	42

**Senate Standing Committee on Environment and Communications**  
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**Sustainability, Environment, Water, Population and Communities portfolio**  
Budget Estimates, May 2013

**Program: Division:** Corporate: CSD **Question No:** 143  
**Topic:** Portfolio Wide - Government  
Payments of Accounts  
**Proof Hansard Page and Date or Written Question:** Written

**Senator Birmingham asked:**

1. For this financial year to date, has the department/agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e.within 30 days)?
  - a. If not, why not? Provide details, including what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached)
2. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency for the current financial year and the previous financial year?
  - a. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

**Answer:**

***Department of Sustainability, Environment, Water, Population and Communities (the department)***

1. For this financial year to 30 April 2013, 97.0 per cent of accounts have been paid within 30 days. This is above the 90 per cent standard set by the Department of Innovation, Industry, Science, Research and Tertiary Education.
  - a. Accounts are paid late due to delays in submission of invoices for processing. The department has actively promoted the correct business practices in regard to the payment of accounts in 30 days including:
    - Communicating the standard;
    - Implementing processes to ensure payment timing is recorded accurately;
    - Building a purpose built report to provide payment statistics by division; and
    - Communicating these results to divisions and senior executives each month.
2. For this financial year to 30 April 2013, \$49.99 in interest has been paid on overdue amounts.

- a. Where interest is paid, the general interest charge (GIC) daily rate on the day the payment was due is used to calculate the interest payable. For the interest paid, the GIC daily rate was 0.02805479 per cent.

***Director National Parks (the DNP)***

1. For this financial year to 30 April 2013, 92 per cent of accounts have been paid within 30 days.
  - a. Accounts not paid within 30 days are due to delays in submission of invoices for processing.
2. No interest has been paid on overdue amounts this financial year to 30 April 2013.
  - a. Not applicable.

***Bureau of Meteorology (the Bureau)***

1. For this financial year to 30 April 2013, 95 per cent of accounts have been paid within 30 days.
  - a. Reasons why a small percentage of invoices are not paid within the Bureau's standard 30 days term include:
    - Invoices may be received in advance of goods being received; and
    - Goods may need to be tested upon being receipted as per contracts/agreements prior to payment.
2. No interest has been paid on overdue amounts this financial year to 30 April 2013.
  - a. Not applicable.

***Great Barrier Reef Marine Park Authority (GBRMPA)***

1. For this financial year to 30 April 2013, 94.8 per cent of accounts have been paid within 30 days.
  - a. Accounts not paid within 30 days are due to late invoices being received. All accounts are paid within 60 days.
2. No interest has been paid on overdue amounts this financial year to 30 April 2013.
  - a. Not applicable.

***Murray-Darling Basin Authority (the Authority)***

1. For this financial year to 30 April 2013, 95.7 per cent of accounts have been paid within 30 days.
  - a. Reasons for the delay in the payment of invoices include:
    - The accounts may have been in dispute; and
    - Delays in approving accounts for payment within the Authority.
2. No interest has been paid on overdue amounts this financial year to 30 April 2013.

- a. Not applicable.

***National Water Commission***

1. For this financial year to 30 April 2013, 96 per cent of accounts have been paid within 30 days. All small business accounts have been paid within 30 days of receipt of a correctly rendered invoice.
- a. Reasons for the delay in the payment of invoices include:
  - Dispute over the amount to be paid;
  - Issue of an invoice prior to goods/services being received;
  - Non-acceptance of goods/services provided; and
  - Errors in identified bank account or payee details.
2. No interest has been paid on overdue amounts this financial year to 30 April 2013.
- a. Not applicable.

***Sydney Harbour Federation Trust***

1. For this financial year to 30 April 2013, 95 per cent of accounts have been paid within 30 days. All small business accounts have been paid within 30 days of receipt of a correctly rendered invoice.
- a. Reasons for the delay in the payment of invoices include:
  - Dispute over the amount to be paid;
  - Issue of an invoice prior to goods/services being received;
  - Non-acceptance of the goods/services provided; and
  - Errors in identified bank account or payee details.
2. No interest has been paid on overdue amounts this financial year to 30 April 2013.
- a. Not applicable.

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

**Program: Division:** Corporate: CSD **Question No:** 144

**Topic:** Portfolio Wide - Stationery requirements

**Proof Hansard Page and Date** Written

**or Written Question:**

**Senator Birmingham asked:**

How much was spent by each department and agency on the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) this financial year to date?

a. What are the department/agency's stationery costs for the financial year to date?

**Answer:**

	<b>FYTD 2012/13</b>
	<b>\$</b>
<b>Minister Burke's Office</b>	14,126
<b>Parliamentary Secretary Farrell's Office</b>	614
<b>Parliamentary Secretary Rishworth's Office</b>	0

Note: The portfolio agencies do not have responsibility for the Minister/Parliamentary Secretary's stationery requirements; this is managed by the Department

a.

<b>Agency</b>	<b>FYTD 2012/13</b>
	<b>\$</b>
<b>DSEWPaC</b>	315,071
<b>Director National Parks</b>	155,287
<b>National Water Commission</b>	6,372
<b>Sydney Harbour Federation Trust</b>	14,863
<b>Great Barrier Reef Marine Park Authority</b>	2,695
<b>Bureau of Meteorology</b>	144,384
<b>Murray-Darling Basin Authority</b>	37,374



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

**Program: Division:** Corporate: CSD **Question No:** 145  
**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.
  - a. What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.
  - b. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.
  - c. What is the policy for business class airfare tickets? Is there still a reduction in business flights as per the media release by the Minister for Finance and Deregulation and the Special Minister of State dated 25 September 2012?
3. 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.
4. 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.
5. 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 (the Department)***

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 Senior Executive Service employees. As international accommodation and domestic Senior Executive Service (SES) employee 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. The table below outlines travel expenditure in this financial year to 30 April 2013 (GST inclusive).

<b>Travel Expense</b>	<b>Amount \$</b>
International Airfares	959,924
International Accommodation & Allowances	251,708
International Other Expenses	24,554
Domestic Airfares	1,958,989
Domestic Accommodation & Allowances	1,903,743
Domestic Other Expenses	294,528
<b>Total</b>	<b>5,393,446</b>

- a. As at 20 June 2013, 590 domestic trips and 31 international trips have been planned since 1 May 2013. Travel is undertaken to ensure the Australian Government or the portfolio's domestic and international interests and obligations are met.
- b. As at 20 June 2013, 590 domestic trips and 37 international trips have been planned since 1 May 2013. Travel is undertaken to ensure the Australian Government or the portfolio's domestic and international interests and obligations are met.
- c. SES employees are entitled to business class travel, excepting Canberra-Sydney. Non SES employees are entitled to business class for international travel.

There has been a general reduction in business class travel as the department has introduced the broad practice of SES officers most often travelling economy class on shorter routes for example Canberra-Melbourne.

3. Yes. Lounge memberships are provided to SES employees as an entitlement within their Common Law Contracts, and to other employees who undertake frequent travel as part of their official duties. The department generally pays for the following lounge memberships at an average cost of \$230 each per annum, however it should be noted that in some instance the lounge membership is provided as part of the frequent flyer membership at no cost to the department.

<b>Qantas Club Memberships</b>	
<b>Classification</b>	<b>Number</b>
Senior Executive Service	31
Executive Level	9
APS Level	2

4. 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 employees on their travel.
5. No

### **Director of National Parks (DNP)**

1. Not applicable.
2. Accommodation expenses are only accurate for domestic non Senior Executive Service employees. As international accommodation and domestic Senior Executive Service (SES) employee 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. The table below outlines travel expenditure in this financial year to 30 April 2013 (GST inclusive).

<b>Travel Expense</b>	<b>Amount \$</b>
International Airfares	20,904
International Accommodation & Allowances	9,861
International Other Expenses	681
Domestic Airfares	144,263
Domestic Accommodation & Allowances	107,749
Domestic Other Expenses	5,823
<b>Total</b>	<b>289,281</b>

- a. As at 20 June 2013, 44 domestic trips and no international trips have been planned since 1 May 2013. Travel is undertaken to ensure the Australian Government or the portfolio's domestic and international interests and obligations are met.
- b. As at 20 June 2013, 45 domestic trips and no international trips have been planned since 1 May 2013. Travel is undertaken to ensure the Australian Government or the portfolio's domestic and international interests and obligations are met.
- c. SES employees are entitled to business class travel, excepting Canberra-Sydney. Non SES employees are entitled to business class for international travel.

Yes. The DNP has introduced the practice of SES employees travelling economy class on shorter domestic flights for example Canberra-Melbourne routes.

3. Yes. Lounge memberships are provided to employees who undertake frequent travel as part of their official duties. The DNP pays for the following lounge memberships at an average cost of \$230 each per annum.

<b>Qantas Club Memberships</b>	
<b>Classification</b>	<b>Number</b>
Executive Level	4

4. 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.
5. No

### **Bureau of Meteorology (the Bureau)**

1. Not applicable.
2. Travel is undertaken to ensure the Australian Government and the agency's domestic and international interests and obligations are met. The table below outlines airfare

expenditure, as provided by the Bureau's travel provider, in this financial year to 31 March 2013 (GST inclusive).

<b>Travel expense</b>	<b>Amount \$</b>
International Airfares - Business Class	302,836
International Airfares - Economy Class	816,795
Domestic Airfares - Business Class	140,659
Domestic Airfares - Economy Class	1,054,296
<b>Total</b>	<b>2,314,586</b>

The table below outlines other travel expenditure in this financial year to 30 April 2013 (GST inclusive).

<b>Travel expense</b>	<b>Amount \$</b>
International Travel Allowance	801,103
Passports and Visas	1,444
Domestic Travel Allowance	2,923,676
Vehicle Hire	102,090
Ground Fares	446,976
<b>Total</b>	<b>4,275,289</b>

- a. 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 Australia's international interests and obligations are met.
  - b. 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 Australia's international interests and obligations are met.
  - c. The Bureau of Meteorology follows the guidelines as outlined in Finance Circulars: *2012/05 - Best Fare of the Day for International Official Air Travel*; and *2012/04 - Use of the Lowest Practical Fare for Official Domestic Air Travel*.
3. Yes. All Airline Memberships are related to business use and cost \$290 per annum each.

<b>Qantas Club Memberships</b>	
<b>Classification</b>	<b>Number</b>
Senior Executive Service	3
Executive Level 2	29
Executive Level 1	19
APS 6	9

4. No.
5. No.

**Great Barrier Reef Marine Park Authority (GBRMPA)**

1. Not applicable.
2. Travel costs are incurred in the management of the Great Barrier Reef Marine Park. The table below outlines travel expenditure in this financial year to 30 April 2013 (GST inclusive).

<b>Travel expense</b>	<b>Amount \$</b>
International Airfares	98,191
International Accommodation	4,541
International Allowances	18,654
Domestic Airfares	814,024
Domestic Accommodation	343,670
Domestic Allowances	366,756
Domestic Other expenses	20,395
<b>Total</b>	<b>1,666,231</b>

- a. Further travel will occur this financial year to enable management of the Great Barrier Reef Marine Park as determined by resources and business requirements.
  - b. Further travel will occur this calendar year to enable management of the Great Barrier Reef Marine Park as determined by resources and business requirements.
  - c. Senior Executive Service (SES) employees are entitled to business class travel. Non SES officers are entitled to business class for international travel.
3. Yes. Qantas Club membership is provided to 16 employees in accordance with the GBRMPA Workplace Agreement. Total cost of each membership is \$290 per annum.

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

4. No.
5. No.

### **Murray-Darling Basin Authority (the Authority)**

1. Not applicable.
2. The Authority) officers travel for work related purposes; i.e. meetings, project site visits, seminars and training. The table below outlines travel expenditure in this financial year to 30 April 2013 (GST inclusive).

<b>Travel expense</b>	<b>Amount \$</b>
<b>Domestic</b>	
Flights - Business Class	37,206
Flights - Economy	422,002
Accommodation	113,472
Land Based Travel (taxi, mileage etc.)	125,872
Meals, other travel expenses and allowances	99,428
<b>International</b>	
Flights	0
Accommodation	0
Meals, other travel expenses and allowances	3,612
<b>Total</b>	<b>801,592</b>

- a. 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.
  - b. 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.
  - c. Business class travel is only available for flights to Perth and Darwin, and/or where use of these flights can demonstrate better business outcomes.
3. Yes. The Authority provided Qantas Club lounge memberships to 39 employees. Senior Executive Service (SES) officers are entitled to one lounge membership as a condition of their contract of employment. Non SES officers are provided membership when they are required to travel on official business frequently and where such membership will assist the staff member in effectively performing their duties. The total cost for the period 1 July 2012 to 30 April 2013 was \$7,893.

<b>Qantas Club Memberships</b>	
<b>Classification</b>	<b>Number</b>
Senior Executive Service	8
Executive Level 2	16
Executive Level 1	12
APS 6	3

4. 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 30 April 2013.

5. No.

**National Water Commission (the Commission)**

1. The Commission does not record travel data in a way that would readily allow an answer to be provided to this question without substantial diversion of commission resources.
2. The Commission does not centrally record details of all travel undertaken by employees. Providing specific details for each travel event and type of airfare would involve an extensive manual process and therefore, in the context of existing workloads, an unreasonable diversion of resources. The Commission does not provide travelling allowance; reasonable accommodation and meal costs are paid using a corporate credit card.

All travel is related to Commission business and includes attendance at meetings, discussions with jurisdictions on water reform and management issues, engagement with stakeholders, attendance at government and industry forums, and representational activities. The table below outlines travel expenditure in this financial year to 30 April 2013 (GST inclusive).

<b>Travel expense</b>	<b>Amount \$</b>
Domestic Airfares	160,282
International airfares	11,786
Taxis, car hire and parking	24,441
Accommodation and allowances	38,191
<b>Total</b>	<b>234,700</b>

- a. The following travel outlines planned travel as at 28 May 2013 for the remainder of this financial year. Other travel may occur in the remainder of the financial year for other official purposes related to Commission business.

<b>Destination</b>	<b>Reason</b>	<b>Explanation</b>
Darwin NT	Commission Meeting	Commission business
Adelaide SA	Conference Presentation	Centre for Comparative Water Policies and Laws 3rd Annual Water Policy and Law Symposium
Perth WA and Brisbane QLD	Business meeting	Conjunctive Management project consultation
Griffith NSW	Conference	Attendance at Irrigation Australia Limited Outlook Conference
Melbourne VIC	Business meeting	Murray Darling Basin Authority Trade Working Group meeting
Brisbane QLD	Business meeting	Consultation meeting regarding Environmental Indicators project
Canberra ACT	Presentation	Minerals Industry Parliamentary Dinner
Canberra ACT	Presentation	Speaking at launch of The National Climate Change Adaptation Research Facility research portfolio
Sydney NSW	Presentation	Presentation to Masters of Professional Engineering students

Melbourne VIC	Training	Visio 2010 training course
Melbourne VIC	Presentation	Water Productivity & Innovation workshop
Sydney NSW	Business meeting	Water Industry Skills Taskforce meeting
Brisbane QLD	Business meeting	World Water Congress Committee meeting

- b. Travel will be undertaken for attendance at Commission meetings (three meetings planned but details not as yet finalised) and for other official purposes related to Commission business.
  - c. The Commission's travel policy provides for Commissioners and employees who have an entitlement to business class travel. Some of these employees have elected to travel at economy class, resulting in a reduction in the amount of business class travel which would otherwise have been undertaken.
3. Yes. Senior Executive Service (SES) employees are entitled to lounge memberships. Also, non SES employees 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 employee is required to access business facilities. There are currently two employees (an Executive Level 2 and an APS Level 6) with Qantas Club memberships paid by the Commission at a total cost of \$584 (GST inclusive).
  4. No.
  5. No.

***Sydney Harbour Federation Trust (the Trust)***

1. Not applicable.
2. Not applicable.
  - a. No travel is currently planned although other travel may occur over the financial year as determined by resources and business requirements.
  - b. No travel is currently planned although other travel may occur over the calendar year as determined by resources and business requirements.
  - c. The Trustees (Board of Directors) class of travel is dictated by the Remuneration Tribunal. The Executive Director (CEO) is entitled to Tier 1 travel under the *Remuneration Tribunal Official Travel by Office Holders' Determinations*. The Trust's Enterprise Agreement entitles business class travel for direct overseas flights.
3. No.
4. No.
5. No.



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

**Program: Division:** Corporate: CSD **Question No:** 146  
**Topic:** Portfolio Wide - Education expenses  
**Proof Hansard Page and Date** Written  
**or Written Question:**

**Senator Birmingham asked:**

What is the department/agency's guidelines on study?

- a. 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 what type of course, the total cost, cost per participant, the employment classification of each participant, how many participants and the amount of study leave granted to each participant (provide a breakdown for each employment classification).
- b. Also include 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>

The Department of Sustainability, Environment, Water, Population and Communities (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 \$1,332 and \$2,666 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.

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 below. Education costs incurred as a result of staff accessing individual study support are also reported 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.

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

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Administrative legislation training (in-house course)	APS1/2 x 1 APS3 x 1 APS4 x 18 APS5 x 22 APS6 x 39 EL1 x 37 EL2 x 10 PAO3 x 1 SES x 1 Unknown x 7	137	\$225	\$30,757	7.5 hours

Classification of participants with total study hours:

APS1/2	APS3	APS4	APS5	APS6	EL1	EL2	PAO3	SES	Unknown
7.5	7.5	135	165	292.5	277.5	75	7.5	7.5	52.5

**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.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Diversity training (in-house course)	APS3 x 3 APS4 x 17 APS5 x 20 APS6 x 15 EL1 x 5 Unknown x 10	70	\$374	\$26,211	7.5 hours

Classification of participants with total study hours:

APS3	APS4	APS5	APS6	EL1	Unknown
22.5	127.5	150	112.5	37.5	75

**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.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Project Management for the 2012 Graduate Program	APS3	40	\$29.70	\$1,188	Not required for this activity

**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. Up-to-date and current learning and development is one of the key drivers for the recruitment of graduates. The training course was determined as being necessary education for graduates' transition into the APS and the department.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Business Communicating and Influencing for the 2012 Graduate Program	APS3	40	\$333.50	\$13,340	Not required for this activity

**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. Up-to-date and current learning and development is one of the key drivers for the recruitment of graduates. This training has been determined necessary for the graduates' transition into the APS and the department.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Business Communicating and Influencing for the 2012 Graduate Program	APS3	40	\$333.50	\$13,340	Not required for this activity

**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. Up-to-date and current learning and development is one of the key drivers for the recruitment of graduates. This training has been determined necessary for the graduates' transition into the APS and the department.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Approved individual learning and development such as participation in conferences, training courses, textbooks and accreditation for the 2012 Graduate Program	APS3	21	\$526	\$11,063	Varied

**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.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Project Management for the 2013 Graduate Program	APS3	36	\$322	\$11,600	Not required for this activity

**Reason for study:** Core Graduate Learning and Development Program 2013

**Benefit to the department:** The Graduate Program contributes towards the department's workforce planning strategies. Up-to-date and current learning and development is one of the key drivers for the recruitment of graduates. This training has been determined necessary for the graduates' transition into the APS and the department.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Legislation and Decision Making in the APS Training - for the 2013 Graduate Program	APS3	36	\$130	\$4,674	Not required for this activity

**Reason for study:** Core Graduate Learning & Development Program 2013

**Benefit to the department:** The Graduate Program contributes towards the department's workforce planning strategies. Up-to-date and current learning and development is one of the key drivers for the recruitment of graduates. The training course was determined as being necessary education for graduates' transition into the APS and the department.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Writing for the APS Training for the 2013 Graduate Program	APS3	36	\$475	\$17,100	Not required for this activity

**Reason for study:** Core Graduate Learning & Development Program 2013

**Benefit to the department:** The Graduate Program contributes towards the department's workforce planning strategies. Up-to-date and current learning and development is one of the key drivers for the recruitment of graduates. The training course was determined as being necessary education for graduates' transition into the APS and the department.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Approved individual learning and development such as participation in conferences, training courses, textbooks and accreditation for the 2013 Graduate Program	APS3	36	\$1,100	\$39,608	Varied

**Reason for the study:** Core Graduate Learning & Development Program 2013

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

**Study support provided to departmental officers to undertake tertiary studies**

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Certificate/Diploma/ Advanced Diploma	APS1/2 x 1 APS3 x 2 APS4 x 4 APS5 x 1 APS6 x 5 PAO1 x 1 EL1 x 2	16	*Please see text below	\$9,276	**Varied

\*Cost per participant varies depending on the period and level of study and on whether it is local or by distance education.

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

**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.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Bachelor Degree	APS1/2 x 3 APS3 x 4 APS4 x 9 APS5 x 10 APS6 x 10 PAO2 x 1 EL1 x 4 EL2 x 1	42	*Please see text below	\$68,035	**Varied

\*Cost per participant varies depending on the period and level of study and on whether it is local or by distance education.

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

**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.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Graduate Certificate/ Diploma	APS4 x 1 APS5 x 5 APS6 x 4 EL1 x 10 EL2 x 1 LO1 x 2	23	*Please see text below	\$25,444	**Varied

\*Cost per participant varies depending on the period and level of study and on whether it is local or by distance education.

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

**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.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Masters Degree	APS4 x 9 APS5 x 10 APS6 x 23 EL1 x 18 EL2 x 2 LO1 x 1 SLO1 x 1	64	*Please see text below	\$89,515	**Varied

\*Cost per participant varies depending on the period and level of study and on whether it is local or by distance education.

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

**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.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Doctorate	APS5 x 1 APS6 x 1 EL1 x 1 EL2 x 1	4	*Please see text below	\$1,333	**Varied

\*Cost per participant varies depending on the period and level of study and on whether it is local or by distance education.

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

**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

The Bureau of Meteorology uses the study guidelines of the Department of Sustainability, Environment, Water, Population and Communities.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Initial Training for Meteorologists, Observers and Technicians (full year courses)	Graduates x 28 Trainees x 11	39	\$43,692	\$1,704,000	101.4 days

**Reason for study:** Training of new recruits for Meteorologist, Observer and Technician roles.

**Benefit to the Agency:** Ensure staff have the capabilities to allow Bureau to achieve its objectives.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Specialist in-service training (for Meteorologists, Observers, Technicians, Hydrologists etc)	APS3 x 128 APS4 x 32 APS5 x 107 APS6 x 280 EL1 x 271 EL2B x 95 EL2A x 32	944	\$1,504	\$1,420,000	2.7 days

**Reason for 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 Bureau to achieve its objectives.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
IT Training	Graduates x 15 APS2 x 15 APS3 x 61 APS4 x 17 APS5 x 59 APS6 x 154 EL1 x 149 EL2 x 52 EL2A x 17	539	\$640	\$345,000	1 day

**Reason for study:** Develop and maintain technical IT capabilities of staff.

**Benefit to the Agency:** Ensure staff have the capabilities to allow Bureau to achieve its objectives.



Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Personal, Management and Leadership Development Training	Graduates x 15 APS1 x 15 APS2 x 35 APS3 x 218 APS4 x 54 APS5 x 182 APS6 x 476 EL1 x 462 EL2B x 162 EL2A x 54 SES x 21	1694	\$360	\$610,000	0.8 day

**Reason for study:** Enhance management and leadership capabilities of staff.

**Benefit to the Agency:** Ensure staff have the capabilities to allow Bureau to achieve its objectives.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
OH&S Training	Trainees x 11 Graduates x 15 APS1 x 8 APS2 x 18 APS3 x 141 APS4 x 34 APS5 x 115 APS6 x 300 EL1 x 291 EL2B x 102 EL2A x 34 SES x 13	1081	\$20	\$22,000	0.7 day

**Reason for study:** Ensure the embedding of OH&S 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 Bureau to achieve its objectives.

### Great Barrier Reef Marine Park Authority

The Authority offers up to three levels of study assistance:

- approval as a student, which gives access to apply for
- approval of leave and
- 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.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
7 Steps to confronting conversations	EL1	1	\$330	\$330	1 day

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Advanced First Responder	APS4	1	\$200	\$200	1 day

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Advanced Resuscitation Techniques	APS5	1	\$100	\$100	1 day

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Australian Government Solicitor Privacy Training	APS2 x 4 APS3 x 2 APS4 x 7 APS5 x 4 APS6 x 7 EL1 x 13 EL2 x 2	39	\$0	\$0	1 day

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Apply First Aid and Basic Oxygen Administration	APS5	1	\$195	\$195	1 day

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Apply Oxygen	APS6	1	\$100	\$100	1 day

**Reason for study:** Enhance capabilities.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Assertiveness Training Course	APS4	1	\$470	\$470	1 day

**Reason for study:** Enhance capabilities.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Auditing Management Systems	EL1	1	\$895	\$895	1 day

**Reason for study:** Enhance capabilities.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Australian Marine Science Association (AMSA) 2013 Golden Jubilee Conference	APS6	1	\$922	\$922	1 day

**Reason for study:** Enhance capabilities.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Australian Public Sector Young Leaders Conference 2013	APS4	1	\$745	\$745	1 day

**Reason for study:** Enhance capabilities.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Biodiversity Offsetting and Workshop A & B	EL1	1	\$4233.90	\$4233.90	5 days

**Reason for study:** Enhance capabilities.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Certificate IV Project Management	APS3 x 1 APS4 x 1 APS5 x 1	3	\$1368.30	\$4105	5 days

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Changeology	EL1	1	\$595	\$595	2 days

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Civil Penalties Forum	EL2	1	\$330	\$330	1 day

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Climate Adaptation 2013	EL1 x 2 EL2 x 2	4	\$750	\$3000	3 days

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Coasts and Ports 2013 and PIANC workshop	APS6 EL1	2	\$1525	\$3050	3 days

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Collaborating in Complex Times: Advanced Stakeholder Engagement	EL1	1	\$1195	\$1195	2 days

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Health and Safety Representative Training	APS4 APS6 EL1	3	\$880	\$2640	5 days

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Content Management System Training	APS4 x 1 APS5 x 1 EL1 x 2	4	\$750	\$3000	3 days

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
First Aid Training	APS4 x 1 APS5 x 2 APS6 x 6 EL1 x 3 EL2 x 2	14	\$137.85	\$1930	3 days

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Dive Rescue Refresher	APS6	1	\$120	\$120	1 day

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Emotional Intelligence and Conflict Resolution	APS5	1	\$330	\$330	1 day

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Environmental Auditor Certification workshop	APS4 x 1 APS6 x 2	3	\$2595	\$7785	5 days

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Helicopter Underwater Escape Training	APS6	2	\$649	\$1298	1 day

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
International Indigenous Land and Sea Mgmt	APS6 x 2 EL1 x 1	3	\$1300	\$3900	5 days

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Marine Teachers Association of QLD Annual Conference	APS6	1	\$750	\$750	1 day

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Master Class – Water Quality Environment	APS6	1	\$1740	\$1740	2 days

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
National Indigenous Land and Sea Management Network Conference	EL1	1	\$800	\$800	1 day

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
National Native Title Conference	EL2	1	\$990	\$990	6 days

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
NCCARF Climate Adaptation 2013 Knowledge and Partnership Conference	EL1	1	\$750	\$750	3 days

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Operate Quad Bike	APS6	2	\$500	\$1000	1 day

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Emotional Intelligence and Conflict Resolution	APS5	1	\$330	\$330	1 day

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
PADI Dive Master	APS6 EL1	2	\$1990	\$3980	1 day

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Planning Institute of Australia – QLD Conference	EL1	1	\$900	\$900	3 days

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Policy Formulation and Advice	APS6	1	\$1245	\$1245	1 day

**Reason for study:** Enhance capabilities.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Rescue Refresher	APS4 EL1	2	\$125	\$250	1 day

**Reason for study:** Enhance capabilities.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Sea Turtle Health and Rehabilitation workshop	APS2	1	\$100	\$100	3 days

**Reason for study:** Enhance capabilities.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Smart Reading Skills	APS4	1	\$635	\$635	3 days

**Reason for study:** Enhance capabilities.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Social Media Marketing	APS5	2	\$284	\$568	1 day

**Reason for study:** Enhance capabilities.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Spillcon Conference	EL1 EL2 SES	3	\$1350	\$4050	1 day

**Reason for study:** Enhance capabilities.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Workshop Marine Biodiversity Offset	APS6 EL2	2	\$125	\$500	2 days

**Reason for study:** Enhance capabilities.

### **Murray Darling Basin Authority**

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.



a. and b. This information is provided at Attachment A.

### National Water Commission

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.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Business Writing for the Public Sector (In-house)	APS4 to EL2	16	\$170.84	\$2,733.50	Nil

**Reason for study:** Enhance capabilities, professional knowledge and skill development.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Cultural Inclusion Training (In-house)	APS4 to SES1	21	\$215.04	\$4,516	Nil

**Reason for study:** Enhance awareness, enhance staff understanding of indigenous cultural awareness and inclusion matters.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Financial Essentials Training (In-house)	APS4 to EL2	13	\$150	\$1,950	Nil

**Reason for study:** Enhance capabilities, professional knowledge and skill development.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Recruitment and Selection (In-house)	APS4 to EL2	21	\$115.24	\$2,420	Nil

**Reason for study:** Enhance awareness, professional knowledge and skill development.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Risk Management, Fraud Control and Security Awareness (In-house)	APS4 to SES1	38	\$81.45	\$3,095	Nil

**Reason for study:** Enhance capabilities, professional knowledge and skill development.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Squiz web user (In-house)	APS6 EL2	2	\$1035	\$2,070	Nil

**Reason for study:** Enhance awareness, professional knowledge and skill development.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Business Continuity Management	EL1	1	\$0	\$0	Nil

**Reason for study:** Enhance capabilities, professional knowledge and skill development.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Enrich your representational skills	APS5	1	\$580	\$580	Nil

**Reason for study:** Enhance capabilities, professional knowledge and skill development.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Essential Writing for APS 5-6 levels	APS5	1	\$580	\$580	Nil

**Reason for study:** Enhance capabilities, professional knowledge and skill development.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Excel 2010	APS4	1	\$390	\$390	Nil

**Reason for study:** Enhance capabilities, professional knowledge and skill development.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
ITIL Foundations Certificate III	APS6	1	\$0	\$0	Nil

**Reason for study:** Enhance capabilities, professional knowledge and skill development.

Course	APS	No. of	Cost per	Total cost	Study
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		<b>Participants</b>	<b>participant</b>	<b>(inc GST)</b>	<b>leave per participant</b>
Lead and managing small teams	APS6	1	\$3,900	\$3,900	Nil

**Reason for study:** Enhance capabilities, professional knowledge and skill development.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Outlook 2010	APS5	1	\$1,100	\$1,100	Nil

**Reason for study:** Enhance capabilities, professional knowledge and skill development.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Personnel Operations	APS4	1	\$1,218	\$1,218	Nil

**Reason for study:** Enhance capabilities, professional knowledge and skill development.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Prince 2 Foundations	EL1	1	\$1,199	\$1,199	Nil

**Reason for study:** Enhance capabilities, professional knowledge and skill development.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Smart Reading Skills	EL1	1	\$580	\$580	Nil

**Reason for study:** Enhance capabilities, professional knowledge and skill development.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Word 2010	APS4 to EL2	5	\$282.38	\$1,411.90	Nil

**Reason for study:** Enhance capabilities, professional knowledge and skill development.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Graduate Diploma in Corporate Governance	EL2	1	\$3,950	\$3,950	38 hrs

**Reason for study:** Enhance capabilities, professional knowledge and skill development.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Masters of Environmental Management	EL2	1	\$2,730	\$2,730	Nil

**Reason for study:** Enhance capabilities, professional knowledge and skill development.

### Sydney Harbour Federation Trust

The Trust's guidelines on learning and development are to provide training to:

- enable the Trust to deliver services
- develop the employee in line with operational requirements of the Trust
- maintain the required qualifications such as First Aid or White Card.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
First Aid Training	APS4 x 1 APS5 x 1	2	\$195	\$390	Nil

**Reason for study:** To provide first aid services to public and staff.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Boat Licence	APS4 x 2 APS6 x 1 EL1 x 2	5	\$220	\$1,100	Nil

**Reason for study:** Staff are licensed to operate the boats and to carry passengers (staff and volunteers).

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
White Card (construction induction)	APS4 x 1 APS6 x 1	2	\$94	\$188	Nil

**Reason for study:** Enables staff to enter construction sites.

Course	APS	No. of Participants	Cost per participant	Total cost (inc GST)	Study leave per participant
Diploma of Building and Construction	APS4	1	\$2,600	\$2,600	Nil

**Reason for study:** to provide up to date qualifications and knowledge for maintenance services.

<b>Course</b>	<b>APS</b>	<b>No. of Participants</b>	<b>Cost per participant</b>	<b>Total cost (inc GST)</b>	<b>Study leave per participant</b>
Responsible service of alcohol	APS4 x 1 APS6 x 1	2	\$133	\$266	Nil

**Reason for study:** Qualifications for staff required to attend events and monitor consumption of alcohol to patrons.

## Tertiary Studies

## Attachment A

1a) -Course	Total Cost	Cost per participant	Participant classification	Study leave granted	b) Reason for the study and benefit to agency
Graduate Certificate in Environmental Law	\$2537.75	\$2537.75	EL2	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	\$2871.00	\$2871.00	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.
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	\$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.
Government Business Relations, Accounting for Managers	\$1966.05	\$1966.05	1 x APS6	1 participant and 5 hours per week study leave granted	Development of technical skills directly related to the employee's role and increase in corporate knowledge of issues relevant to business relations.

Graduate Diploma in Environmental Governance and International Water Politics	\$5000.00	\$5000.00	1 x EL1	1 participant and 5 hours per week study leave granted	Development of technical skills directly related to the employee's role and increase expertise in the issues relevant to the environment.
Graduate Studies	\$2676.00	\$2676.00	1 x EL1	1 participant and 5 hours per week study leave granted	Development of technical skills directly related to the employee's role.
Graduate Diploma of Legal Practice	\$1404.00	\$1404.00	1 x APS4	1 participant and no hours per week study leave	Development of technical skills directly related to the employee's role and increase expertise in Legal.
Graduate Diploma in International Environmental Policy	\$1890.00	\$1890.00	1 x EL1	1 participant and no hours per week study leave	Development of technical skills directly related to the employee's role and increase expertise in the issues relevant to environment.
Masters in Infrastructure, engineering and management	\$1881.00	\$1881.00	1 x EL 1	1 participant and no hours per week study leave	Development of technical skills directly related to the employee's role and increase expertise in the issues of engineering.
Certificate IV in Government	\$2625.00	\$2625.00	1 x APS 5	1 participant and no hours per week study leave	Development of skills directly related to the employee's role.
Graduate Diploma in Water Resource Management	\$4740.00	\$4740.00	1 x EL1	1 participant and no hours per week study leave	Development of technical skills directly related to the employee's role and increase expertise in the issues of water resource management.
Graduate Degree in Psychology	\$659.70	\$659.70	1 x APS4	1 participant and 5 hours per week study leave granted	Development of technical skills directly related to the employee's role.



Diploma in Financial Interpretation	\$2821.00	\$2821.00	1 x APS6	1 participant and 5 hours per week study leave granted	Development of technical skills directly related to the employee's role.
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## Education Costs Including training

2a) – Course	Total Cost	Cost per participant	Participant classification	Study leave granted	b)Reason for the Education & training & 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 EL1 4 x APS6 2 x APS5 1 x APS4 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 APS6 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 and Performance review feedback.
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	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

			6 x APS6 2 x APS5		
Preparing Senate Estimates Briefs and Parliamentary Documents – Dec/Jan	\$5803.00	\$145.00 (total cost divided by participant capacity, 40)	11 x EL2 14 x EL1 8 x APS6 4 x APS5 3 x APS4	A total of 40 participants attended, no study leave necessary for in house seminars	To assist employees preparing Senate Estimate briefs in January.
Change Management Seminar x 6	\$7370.00 Total	\$89.87 (total cost divided by 82 participants)	12 x EL2 28 x EL1 22 x APS6 10 x APS5 7 x APS4 3 x APS3	A total of 82 participants attended and no study leave necessary for in house seminars	A seminar series on Change Management was arranged as support to staff in coping with transition arrangements.
Healthy Living x 4	\$2420.00 Total	\$42.45 (total cost divided by 57 participants)	9 x EL2 17 x EL1 14 x APS6 5 x APS5 8 x APS 4 4 x APS 3	A total of 57 participants attended and no study leave necessary for in house seminars	A seminar series on Healthy Living was arranged as support to staff in coping with transition arrangements.

Building Resilience and Stress Management x 6	\$19,000.00	\$228.91 (total cost divided by 83 participants)	11 x EL2 24 x EL1 23 x APS6 10 x APS5 12 x APS 4 3 x APS3	A total of 83 participants attended and no study leave necessary for in house seminars	A seminar series on Building Resilience and Stress Management was arranged to support to staff in coping with transition arrangements.
Advanced Writing Skills Training	\$6464.00	\$184.68 (total cost divided by 35 participants)	16 x EL1 8 x APS6 5 x APS5 4 x APS4 2 x APS3	A total of 35 participants attended and no study leave necessary for in house seminars	To develop skills in course subject matter and strengthen agency capacity.
APS Job Applications and Interview Skills	\$16,200	\$300.00 (total cost divided by 54 participants)	6 x EL2 16 x EL1 12 x APS6 8 x APS5 7 x APS4 5 x APS3	A total of 54 participants attended and no study leave necessary for in house seminars	A seminar series on APS Job Applications and Interview Skills was arranged as support to staff in coping with transition arrangements.

Privacy Training	No cost	No cost	4 x EL2 11 x EL1 11 x APS6 1 x APS5 4 x APS4 3 x APS3	A total of 34 participants attended and no study leave necessary for in house seminars	To develop employees skills in course subject matter and strengthen agency capacity.
Preparing Senate Estimates Briefs and Parliamentary Documents – April	\$3155.42	\$210.36 (total cost divided by 15 participants)	4 x EL1 5 x APS6 2 x APS5 1 x APS4 3 x APS3	A total of 15 participants attended and no study leave necessary for in house seminars	To assist employees in preparing Senate Estimate briefs in May.
Introduction to Agricultural Irrigation	\$980.00	\$980.00	1 x EL1	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 xAPS6, 1 x EL1 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 APS6	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
Mental health wellbeing	\$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	\$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

Workshop					
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 APS6 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 APS6	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
Earthworks training seminar	\$3129.54	\$1043.18 (cost divided by 3 participants)	1 x EL1 2 x APS6	3 participants and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Fundamentals in Water Science	\$1980.00	\$1980.00	1 x APS 3	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
APS Web Training	\$527.27	\$527.27	1 x APS 5	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Microsoft Access	\$760.00	\$760.00	1 x APS6	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Resilience Workshop	\$812.30	\$406.16 (cost divided by 2 participants)	2 x EL 1	2 participants and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Irrigation Training Course	\$631.82	\$631.82	1 x EL 1	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
ICE Warm Aust Water School	\$1800.00	\$1800.00	1 x APS3	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity

ArcGISII	\$5600.00	\$1400.00 (cost divided by 4 participants)	3 x EL1 1 x APS6	4 participants and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Fractured Rock Course	\$1950.00	\$1950.00	1 x EL1	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Adobe course	\$885.23	\$885.23	1 x APS4	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Sharepoint Training	\$12,309.60	\$6,154.80 (cost divided by 2 participants)	2 x APS 6	2 participants and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Professional Development Series – Data Collaboration	\$510.91	\$510.91	1 x APS5	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
FBT Training	\$2070.91	\$1035.45 (cost divided by 2 participants)	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
Payroll Training	\$395.45	\$395.45	1 x APS 5	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Project 07 Essentials	\$754.55	\$754.55	1 x APS 4	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity

Effective Secretariat	\$1581.81	\$527.27 (cost divided by 3 participants)	1 x APS 5 2 x APS 6	3 participants and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Enhance your APS Performance	\$1054.54	\$527.27 (cost divided by 2 participants)	1 x APS6 1 x APS2	2 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
APS Values and Code of Conduct	\$268.18	\$268.18	1 x APS 6	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Financial Management Introduction	\$527.27	\$527.27	1 x APS 6	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Introduction to Public Policy	\$527.27	\$527.27	1 x APS 4	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Word 2010	\$345.45	\$345.45	1 x APS5	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Management Essentials	\$527.27	\$527.27	1 x EL 2	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Getting that Contract Right	\$1031.82	\$1031.82	1 x APS 6	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
ELLN Seminar	\$209.10	\$104.55 (cost divided by 2)	1xAPS 5 1 xEL1	2 participants and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity

		participants)			
Case Management Essentials	\$954.55	\$954.55	1 x APS6	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Word 07/2010 Intermediate	\$345.45	\$345.45	1 x APS6	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Executive Level 1 transition	\$527.27	\$527.27	1 x APS6	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Project Management Fundamentals	\$1104.55	\$1104.55	1 x APS4	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Essentials for Team Leading	\$1031.82	\$1031.82	1 x APS4	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Water Symposium	\$900.00	\$900.00	1 x EL2	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Decision Making	\$818.18	\$409.09 (divided by 2 participants)	1 x APS4 1 x EL1	2 participants and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Compliance for Government Lawyers	\$1116.36	\$279.09 (divided by 4 participants)	1 x APS4 attending 4 sessions	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity

Statutory Interpretation	\$368.18	\$368.18	1 x APS4	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Word 2007 Intermediate	\$690.90	\$345.45	2 X APS 6	2 participants and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
CIT Video course	\$156.55	\$156.55	1 x APS4	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Training with Irrigation Australia	\$1263.64	\$1263.64	1 x EL2	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
AGS Civil Penalties Seminar	\$300.00	\$300.00	1 x EL2	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity
Shaping Strategic Thinking	\$527.27	\$527.27	1 xEL1	1 participant and no study leave granted	To develop employees skills in course subject matter and strengthen agency capacity