

Senate Standing Committee on Environment and Communications
Legislation Committee
Answers to questions on notice
Sustainability, Environment, Water, Population and Communities portfolio
Supplementary Budget Estimates, October 2012

Program: Division or Agency: Corporate: CSD **Question No:** 201

Topic: Portfolio Wide – corporate cars

Proof Hansard Page and Date Written

or Written Question:

Senator Birmingham asked:

1. Please update if there have been any changes since Budget Estimates 2012-13 (May 2012):
 - a. How cars are owned by each department/agency?
 - b. Where is the car/s located?
 - c. What is the car/s used for?
 - d. What is the cost of each car for this financial year to date?
 - e. How far did each car travel this financial year to date?
2. For 2011-12:
 - a. How cars are owned by each department/agency?
 - b. Where is the car/s located?
 - c. What is the car/s used for?
 - d. What was the cost of each car?
 - e. How far did each car travel?

Answer:

A response to questions 1 and 2 is provided in the attached tables.

**Senate Standing Committee on Environment and Communications
Legislation Committee**
Answers to questions on notice
Sustainability, Environment, Water, Population and Communities portfolio
Supplementary Budget Estimates, October 2012

1.

Agency	How cars are owned (a)	Location (b)	What is the car used for (c)	2012-13 YTD Cost \$ (d)	2012 -13 YTD km (e)
Department of Sustainability, Environment, Water, Population and Communities	No Change	Not applicable	Not applicable	Not applicable	Not applicable
National Water Commission	No Change	Not applicable	Not applicable	Not applicable	Not applicable
Bureau of Meteorology	No Change	No Change	No Change	No Change	No Change
Sydney Harbour Federation Trust	No Change	No Change	No Change	Toyota Hilux: \$1,483.60	3,742
Great Barrier Reef Marine Park Authority	No Change	Not applicable	Not applicable	Not applicable	Not applicable
Director National Parks	4	Norfolk Island National Park	A mix of passenger and operational vehicles. Passenger cars are used by staff to undertake park business including attend meetings and attend park sites for visitor talks. Operational vehicles have been set up specifically to undertake management activities such as fire fighting or weed spraying.	827.01	185,000*
	12	Booderee National Park		7,577.24	
	19	Christmas Island National Park		5,869.65	
	2	Cocos (Keeling) Island		0.00	
	66	Kakadu National Park		33,568.00	
	23	Uluru-Kata Tjuta National Park		12,195.23	
2	Darwin Office	1,214.92			
Murray-Darling Basin Authority	No change	Not applicable	Not applicable	Not applicable	Not applicable

* Due to size and remoteness of some locations Director of National Parks are not able to access all vehicles logs. Reported figure is an estimation based on the logs return.

**Senate Standing Committee on Environment and Communications
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2.

Agency	How cars are owned (a)	Location (b)	What is the car used for (c)	2011-12 Cost \$ (d)	2011-12 km (e)
Department of Sustainability, Environment, Water, Population and Communities	Nil	Not applicable	Not applicable	Not applicable	Not applicable
National Water Commission	Nil	Not applicable	Not applicable	Not applicable	Not applicable
Bureau of Meteorology	No Change	No Change	No Change	No Change	No Change
Sydney Harbour Federation Trust	One owned	Mosman, NSW	Used to transport staff to meetings, site visits and the like.	Toyota Hilux: \$6,185.97	9,498km
Great Barrier Reef Marine Park Authority	Nil	Not applicable	Not applicable	Not applicable	Not applicable
Director National Parks	4	Norfolk Island National Park	A mix of passenger and operational vehicles. Passenger cars are used by staff to undertake park business including attend meetings and attend park sites for visitor talks. Operational vehicles have been set up specifically to undertake management activities such as fire fighting or weed spraying.	4,431.43	680,000
	12	Booderee National Park		31,704.92	
	19	Christmas Island National Park		30,845.78	
	2	Cocos (Keeling) Island		5,559.26	
	66	Kakadu National Park		192,027.00	
	23	Uluru-Kata Tjuta National Park		47508.81	
	2	Darwin Office		699.86	

**Senate Standing Committee on Environment and Communications
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Answers to questions on notice

Sustainability, Environment, Water, Population and Communities portfolio

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Agency	How cars are owned (a)	Location (b)	What is the car used for (c)	2011-12 Cost \$ (d)	2011-12 km (e)
Murray-Darling Basin Authority	1	Albury office	Community engagement activities predominantly with Aboriginal communities.	9,313	28,158

**Senate Standing Committee on Environment and Communications
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Answers to questions on notice
Sustainability, Environment, Water, Population and Communities portfolio
Supplementary Budget Estimates, October 2012

Program: Division or Agency: Corporate: CSD

Question No: 202

Topic: Portfolio Wide – credit cards

Proof Hansard Page and Date Written

or Written Question:

Senator Birmingham asked:

1. Please provide a breakdown for each employment classification that has a corporate credit card.
2. Please update if there have been any changes since Budget Estimates 2012-13 (May 2012):
 - a. What action is taken if the corporate credit card is misused?
 - b. How is corporate credit card use monitored?
 - c. What happens if misuse of a corporate credit card is discovered?
 - d. Have any instances of corporate credit card misuse have been discovered? Please list staff classification and what the misuse was, and the action taken.
 - e. What action is taken to prevent corporate credit card misuse?
3. For 2011-12 how many instances of corporate credit card misuse were there? Please list staff classification and what the misuse was, and the action taken.

Answer:

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

1. The number of cardholders by classification is set out in the following table:

Departmental Cardholders	Cards
Secretary	1
Senior Executive Service Band 3	3
Senior Executive Service Band 2	15
Senior Executive Service Band 1	49
Executive Level 2	146
Executive Level 1	152
Australian Public Service Level 6	112
Australian Public Service Level 5	57
Australian Public Service Level 4	28
Australian Public Service Level 3	5

2. No change for a,b,c,e.

d. Five instances of inadvertent misuse have been identified:

- i. An APS 5 officer based in Tasmania used the credit card to pay for petrol (\$36.53). The officer reported misuse on receipt of the credit card statement. A tax invoice was raised for the officer to reimburse the department. The officer has repaid the amount.
- ii. An APS 6 officer based in Tasmania used the credit card to pay for a cafeteria meal (\$6.00). The officer reported misuse on receipt of the credit card statement. A tax invoice was raised for the officer to reimburse the department. The officer has repaid the amount.
- iii. An EL 1 officer based in Canberra used the credit card to pay for a private meal (\$80.00). The officer reported misuse on receipt of credit card statement. A tax invoice was raised for the officer to reimburse the Department. The officer has repaid the amount.
- iv. An APS 6 officer based in Canberra used the credit card to pay for a private dinner (\$66.05). The officer reported misuse via an email to her supervisor on the evening of the dinner. A tax invoice was raised for the officer to reimburse the department. The officer has repaid the amount.
- v. An EL 2 officer based in Canberra used the credit card to book accommodation and an immediate charge was recorded on the credit card (\$557.81). The officer had been paid a travelling allowance. The error was identified and advice sought by email. A travel adjustment was subsequently raised against the officer's vendor record. The officer has repaid the amount.

3. Six instances. The five instances as listed above and:

- An APS 6 officer based in the Northern Territory used the credit card to pay for a taxi home from a non work evening event (\$16.65). A tax invoice was raised for the officer to reimburse the department. The officer has repaid the amount.

Director National Parks (DNP)

1. The number of cardholders by classification is set out in the following table.

DNP Cardholders	Cards
Director National Parks	1
Senior Executive Service Band 1	2
Executive Level 2	9
Executive Level 1	12
Australian Public Service Level 6	14
Australian Public Service Level 5	12
Australian Public Service Level 4	18
Australian Public Service Level 3	6

2. No change.

3. Yes. Two instances of corporate card misuse have been identified. An EL 2 officer and an EL 1 officer unintentionally used their credit card for private purchases. The expenditure was immediately reported and repaid to the DNP.

Bureau of Meteorology (the Bureau)

1. The number of cardholders by classification is set out in the following table.

Bureau Cardholders	Cards
Agency Head	1
Senior Executive Service	1
Executive Level 2	10
Executive Level 1	56
Australian Public Service Level 6	90
Australian Public Service Level 5	28
Australian Public Service Level 4	11
Australian Public Service Level 3	11
BB 5 (PO 2)	4
BB 4 (TOL 3)	37
BB 4 (TOL 2)	5

2. No change.
3. No instances of misuse identified.

Great Barrier Reef Marine Park Authority (GBRMPA)

1. The number of cardholders by classification is set out in the following table.

GBRMPA Cardholders	Cards
Senior Executive Service	5
Executive Level 2	14
Executive Level 1	13
Australian Public Service Level 6	14
Australian Public Service Level 5	6
Australian Public Service Level 4	6
Australian Public Service Level 3	6
Australian Public Service Level 2	3

2. No change.
3. No instances of misuse identified.

Murray-Darling Basin Authority (the Authority)

1. The number of cardholders by classification is set out in the following table:

Authority Cardholders	Cards
Chief Executive	1
Senior Executive Service Band 2	5
Senior Executive Service Band 1	7
Executive Level 2	43
Executive Level 1	72
Australian Public Service Level 6	40
Australian Public Service Level 5	17
Australian Public Service Level 4	10
Australian Public Service Level 3	1

2. No change.
3. No instances of misuse identified.

National Water Commission (the Commission)

1. The number of cardholders by classification is set out in the following table.

Commission Cardholders	Cards
Chief Executive	1
Senior Executive Service Band 1	2
Executive Level 2	6
Executive Level 1	7
Australian Public Service Level 6	3
Australian Public Service Level 4	2

2. No change for a,b,c,e.
- d. Yes. Two instances of misuse have been identified. The misuse arose from the cardholder's misunderstanding of a travel entitlement. The amounts involved in both instances were minor and the employee was counselled on the use of the card
3. Two instances, as listed above.

Sydney Harbour Federation Trust (the Trust)

1. The number of cardholders by classification is set out in the following table.

Trust Cardholders	Cards
Holder of Public Office	1
Executive Level 2 equivalent	2

2. No change.
3. No instances of misuse identified.

**Senate Standing Committee on Environment and Communications
Legislation Committee**
Answers to questions on notice
Sustainability, Environment, Water, Population and Communities portfolio
Supplementary Budget Estimates, October 2012

Program: Division or Agency: Corporate: CSD

Question No: 203

Topic: Portfolio Wide – credit cards

Proof Hansard Page and Date Written

or Written Question:

Senator Joyce asked:

1. Identify the level and numbers of staff in the Department/Group/Agency with entitlement to use corporate credit cards
2. What is the level of the staff member who allocates these cards
3. What are the guidelines for using corporate credit cards
4. What are the card spending limits for each card
5. What level of officer in the Department/Group/Agency is responsible for monitoring and enforcing correct and appropriate card usage, updating the usage guidelines and monitoring spending limits
6. How many instances of misuse have been identified and how have these been resolved in 2011-2012 and 2012-2013 to date
7. What measures are in place to prevent misuse

Answer:

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

1. The number of cardholders by classification is set out in the following table.

Departmental Cardholders	Cards
Secretary	1
Senior Executive Service Band 3	3
Senior Executive Service Band 2	15
Senior Executive Service Band 1	49
Executive Level 2	146
Executive Level 1	152
Australian Public Service Level 6	112
Australian Public Service Level 5	57
Australian Public Service Level 4	28
Australian Public Service Level 3	5

2. Corporate credit cards are allocated by three designated Corporate Card Administrators (APS 5 and 6 officers). All new cards are approved by an SES officer.
3. The department maintains a Chief Executive Instruction (CEI), procedural rules and other mandatory guidance material on corporate credit cards.
4. The standard spending limit for non SES officers is \$2,000 per transaction, to a maximum spend of \$5,000 per month; and for SES officers, \$5,000 per transaction to a maximum spend of \$10,000 per month. Non standard spending limits require approval from the Chief Finance Officer or the Chief Operations Officer.
5. Monitoring and enforcing correct and appropriate card usage is a line area responsibility undertaken by EL 2 and SES officers. An EL 2 is responsible for updating guidelines and monitoring spending limits.
6. For 2011/12, 6 instances of inadvertent misuse have been identified.
 - An APS 5 officer based in Tasmania used the credit card to pay for petrol (\$36.53). Officer reported misuse on receipt of the credit card statement. A tax invoice was raised for the officer to reimburse the department. The officer has repaid the amount.
 - An APS6 officer based in Tasmania used the credit card to pay for a cafeteria meal (\$6.00). The officer reported misuse on receipt of credit card statement. A tax invoice was raised for the officer to reimburse the department. The officer has repaid the amount.
 - An EL1 officer based in Canberra used the credit card to pay for a private meal (\$80.00). The officer reported misuse on receipt of credit card statement. A tax invoice was raised for the officer to reimburse the department. The officer has repaid the amount.
 - An APS 6 officer based in Canberra used the credit card to pay for a private dinner (\$66.05). The officer reported misuse via an email to her supervisor on the evening of the dinner. A tax invoice was raised for the officer to reimburse the department. The officer has repaid the amount.
 - An EL 2 officer based in Canberra used the credit card to book accommodation and an immediate charge was recorded on the credit card (\$557.81). The officer had been paid a travelling allowance. The error was identified and advice sought by email. A travel adjustment was subsequently raised against the officer's vendor record. The officer has repaid the amount.
 - An APS 6 officer based in the Northern Territory used the credit card to pay for a taxi home from a non work evening event (\$16.65). A tax invoice was raised for the officer to reimburse the department. The officer has repaid the amount.

For 2012/13, no instances of misuse have been identified to date.

7. Detailed policy and procedures are in place to promote best practice in the use of corporate credit cards. This includes:
 - a dedicated CEI;
 - the department's Financial Delegations Instrument;

- a chapter in the Department's Finance Practice Manual;
- comprehensive administration procedures; and
- regular bulletins to cardholders, addressing hot issues and providing pointers on best practice.

To obtain a corporate credit card, the prospective cardholder must:

- gain approval from their Assistant Secretary or higher delegate;
- complete and pass the Financial Delegations tutorial and quiz; and
- sign a user agreement form.

Individual corporate credit cards are tailored to business requirements with strict transaction and monthly limits, as well as use of merchant codes for cards issued specifically for targeted purchases such as taxi and parking. Corporate credit card usage is monitored through an expense management system, which requires statements to be endorsed, usually by the cardholder's manager.

Director National Parks (DNP)

1. The number of cardholders by classification is set out in the following table.

DNP Cardholders	Cards
Director National Parks	1
Senior Executive Service Band 1	2
Executive Level 2	9
Executive Level 1	12
Australian Public Service Level 6	14
Australian Public Service Level 5	12
Australian Public Service Level 4	18
Australian Public Service Level 3	6

2. With all requests supported from Park Managers (EL 2) and Section Heads (EL 1), corporate cards are approved by the SES and the DNP.
3. The guidelines for using corporate cards are prescribed in the DNP internal corporate card policy and the Chief Executive Instructions (CEIs) which are consistent with the Department of Finance and Deregulation's model.
4. The spending limit for non-SES staff is \$2,000 per transaction; and for SES staff, \$5,000 per transaction, with a few internal exceptions. The spending limit for the DNP is \$20,000 per transaction.
5. The Chief Finance Officer (EL 2) of the DNP is responsible for monitoring and enforcing correct and appropriate card usage, updating the usage guidelines and monitoring spending limits.

6. Two instances of corporate card misuse were identified in 2011/12. Two officers unintentionally used their DNP credit card for private purchases. The expenditure was immediately reported and repaid to the DNP. There have been no reports of corporate card misuse in 2012/13 to date.
7. The measures in place to prevent misuse of corporate credit cards are the CEIs, internal credit card policy, training, reporting on the Certificate of Compliance and the review of monthly credit card reconciliations by managers.

Bureau of Meteorology (the Bureau)

1. The number of cardholders by classification is set out in the following table.

Bureau Cardholders	Cards
Agency Head	1
Senior Executive Service	1
Executive Level 2	10
Executive Level 1	56
Australian Public Service Level 6	90
Australian Public Service Level 5	28
Australian Public Service Level 4	11
Australian Public Service Level 3	11
BB5 (PO2)	4
BB4 (TOL3)	37
BB4 (TOL2)	5

2. The Bureau's Australian Government Credit Card (AGCC) program is administered by an EL 1 and APS 4. All new cards are approved by an SES officer.
3. The Bureau maintains Chief Executive Instructions, Procedural Rules and other mandatory guidance material on Australian Government Credit Card and Credit Vouchers. This provides Guidance to all staff on its usage.
4. The Bureau is in the process of aligning spending limits to a standard amount per level of officer. Current spending limits are detailed below:

Spending Limit	Cards
\$500	2
\$800	1
\$1,000	17
\$1,500	2
\$2,000	63
\$2,500	1
\$3,000	4
\$3,500	1
\$5,000	75

\$6,000	3
\$8,000	1
\$10,000	52
\$12,000	1
\$15,000	5
\$20,000	15
\$25,000	1
\$30,000	4
\$40,000	1
\$50,000	4
\$60,000	1

- It is the responsibility of cardholder's supervisors to review and monitor the usage of the card by their staff. All questionable purchases or potential cases of misuse are to be reported to the Fraud liaison officer and credit card Administrator for investigation and action. An EL 1 officer is responsible for the maintenance of all CEIs and Procedural rules relating to the use of AGCC and Credit Vouchers. Cardholder's supervisors and the AGCC program administrators review credit and transaction limits annually.
- There have been no instances of credit card misuse identified in 2011/12 or 2012/13 to date.
- The Bureau maintains CEIs, Procedural Rules and other mandatory guidance material on AGCC and Credit Vouchers. This provides guidance to all staff on its usage.

Great Barrier Reef Marine Park Authority (GBRMPA)

- The number of cardholders by classification is set out in the following table.

GBRMPA Cardholders	Cards
Senior Executive Service	5
Executive Level 2	14
Executive Level 1	13
Australian Public Service Level 6	14
Australian Public Service Level 5	6
Australian Public Service Level 4	6
Australian Public Service Level 3	6
Australian Public Service Level 2	3

- SES.
- Use of corporate credit cards is covered by GBRMPA Policy and Chief Executive Instructions.
- Credit limits and transaction limits vary. Generally, credit limit is \$5,000 and transaction limit \$2,000.

5. EL 2.
6. There have been no instances of corporate credit card misuse identified in 2011/12 or 2012/13 to date.
7. When staff are issued with a corporate credit card they must sign an agreement to abide by the terms of use. Cards usage is subject to monthly reconciliation and supervisor oversight. Credit card use is included in the internal audit program.

Murray-Darling Basin Authority (the Authority)

1. The number of cardholders by classification is set out in the following table.

Authority Cardholders	Cards
Chief Executive	1
Senior Executive Service Band 2	5
Senior Executive Service Band 1	7
Executive Level 2	43
Executive Level 1	72
Australian Public Service Level 6	40
Australian Public Service Level 5	17
Australian Public Service Level 4	10
Australian Public Service Level 3	1

2. Cards are allocated by an APS 5 in the Finance Team following formal agreement from the staff member's SES manager.
3. Internal guidelines for the use of credit cards include Chief Executive Instructions and other practical guidance.
4. The profile of card limits is detailed below:

Spending Limit	Cards
\$5,000	154
\$7,500	13
\$10,000	20
\$20,000	4
\$30,000	3
\$40,000	2

5. The monitoring of the use and expenditure is the responsibility of the individual cardholder and the cardholder's immediate supervisor, who is required to endorse the monthly statement. The Chief Finance Officer also monitors usage and expenditure, and is responsible for updating the internal guidelines and spending limits. Additional monthly reporting is provided to the Executive.
6. There have been no instances of intentional misuse of credit cards in the Authority.

7. The Authority has developed and implemented a number of internal processes and controls to mitigate the risk of misuse of Corporate Credit Cards including:
 - induction of staff and ongoing awareness training in relation to APS Values, Code of Conduct, ethics and fraud;
 - clear policy, practical guidance and forms on credit card use;
 - a Certificate of Compliance reporting process;
 - pre-commitments by all cardholders who, prior to receiving a corporate credit card, are required to sign an agreement confirming that they will abide by the Authority's policies and procedures in relation to credit card use;
 - effective segregation of duties and system access controls in relation to expenditure approvals;
 - internal audit;
 - monthly cardholder and supervisor certification of expenditure;
 - central review by Chief Finance Officer; and
 - monthly report to Executive.

National Water Commission (the Commission)

1. All Commission staff members may apply for a corporate credit card where the allocation of a credit card is required for official purposes. The purposes include meeting meal and accommodation costs associated with official travel or for the purchase of goods and services for the Commission. The number of cardholders by classification is set out in the following table.

Commission Cardholders	Cards
Chief Executive	1
Senior Executive Service Band 1	2
Executive Level 2	6
Executive Level 1	7
Australian Public Service Level 6	3
Australian Public Service Level 4	2

2. The allocation of cards is managed by an EL 1 officer in the finance team following the endorsement of a General Manager (SES officer) and approval by the Chief Finance Officer (EL 2).
3. The guidelines for using corporate credit cards are detailed in the Commission's Chief Executive's Instructions which provide for use for official purposes only.
4. Corporate credit card spending limits are determined in consideration of the purpose of use and range between \$5,000 and \$20,000.
5. The Commission's CFO is responsible for monitoring and enforcing the correct and appropriate card usage, updating usage guidelines and monitoring spending limits.

- Two instances of corporate credit card misuse by a Commission employee were identified in 2011/2012. The misuse arose from the cardholder's misunderstanding of a travel entitlement. The amounts involved in both instances were minor and the employee was counselled on the use of the card.

There have been no instances of credit card misuse identified in 2012/2013 as at 31 October 2012.

- Staff are required to sign a declaration on application for a corporate credit card that they acknowledge and understand the conditions upon which a corporate credit card will be issued. Staff are required to acquit all their credit card transactions on a monthly basis and provide receipts for expenditure. This acquittal is authorised by a financial delegate. Staff are also required to undertake training on the use of corporate credit cards as part of annual fraud and risk training.

Sydney Harbour Federation Trust (the Trust)

- The number of cardholders by classification is set out in the following table.

Trust Cardholders	Cards
Holder of Public Office	1
Executive Level 2 equivalent	2

- Executive Director (Holder of Public Office).
- The Trust's Board approved Finance Instructions provide staff with instructions and procedures for issuing, using and monitoring the Trust's corporate credit cards use.
- Current spending limits are detailed below:

Trust Cardholder	Limit
Executive Director	\$10,000
Finance Manager	\$20,000
Accommodation Manager	\$10,000

- The Trust's Financial Instructions provide that the Chief Finance Officer is responsible for monitoring and enforcing credit card usage and updating the relevant credit card Financial Instructions.
- There have been no instances of credit card misuse identified in 2011/12 or 2012/13 to date.
- In addition to the monitoring highlighted in question 5, the Trust also requires all credit cardholders to sign a cardholder agreement and ensures that cardholders are aware of the conditions set out in the cardholder agreement and the Finance Instructions. Each card also has a maximum transaction limit as well as a card limit, which are reviewed regularly. The Trust also undertakes general fraud awareness training for all Trust staff. The aim of the training is to highlight the responsibility of all staff in detecting and reporting instances of possible fraud, as well as providing the appropriate reporting lines for fraud. Delegate training is also provided to assist delegates in meeting their requirements under the Trust's financial framework and delegation instrument.

**Senate Standing Committee on Environment and Communications
Legislation Committee**
Answers to questions on notice
Sustainability, Environment, Water, Population and Communities portfolio
Supplementary Budget Estimates, October 2012

Program: Division or Agency: Corporate: CSD

Question No: 204

Topic: Portfolio Wide – education expenses

Proof Hansard Page and Date Written

or Written Question:

Senator Birmingham asked:

1. Has there been a change since the 2012-13 Budget Estimates (May 2012) to the department/agency's guidelines on study? If yes, please provide details.

Answer:

Department of Sustainability, Environment, Water, Population and Communities¹

No.

¹ Includes information for the Director of National Parks.

Bureau of Meteorology

No.

Murray Darling Basin Authority

No.

Great Barrier Reef Marine Park Authority

No.

National Water Commission

No.

Sydney Harbour Federation Trust

Sydney Harbour Federation Trust has not made any changes to its study guidelines since the 2012/13 Budget Estimates.

Senate Standing Committee on Environment and Communications
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Answers to questions on notice
Sustainability, Environment, Water, Population and Communities portfolio
Supplementary Budget Estimates, October 2012

Program: Division or Agency: Corporate: CSD **Question No:** 205

Topic: Portfolio Wide - education
expenses FYTD

Proof Hansard Page and Date Written

or Written Question:

Senator Birmingham asked:

For this financial year to date, please detail all education expenses (i.e. in-house courses and tertiary studies) for each portfolio department and agency. Please 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). Please also include the reason for the study and how it is beneficial for the department/agency.

Answer:

Department of Sustainability, Environment, Water, Population and Communities¹

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.

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. Efforts are underway to improve the capture of data in this regard. While it is not possible to give a comprehensive report on all learning and development activity and expenditure across the department, it is possible to report on training packages organised and/or delivered through the department's central workforce development function. These are reported at (a) below.

In addition, under the department's Enterprise Agreement, staff members may apply for study support involving study leave during normal working hours and a bursary of between \$1,300 and \$2,600 per annum depending on the type of course. Expenditure on study support is reported in (b) below, excluding the value of the leave component. 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. 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.

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

General courses

Course type: Legislation and Making Decisions in the APS (in house course)

Cost: \$16,716 (ex GST)

Number of participants: 65

Cost per participant: \$257

Classification of participants: APS4: 6, APS5: 11, APS6: 22, EL1: 14, EL2: 1, PAO3 : 1, Unknown: 10

Amount of study leave granted to each participant: 7.5 hours

APS4	APS5	APS6	EL1	EL2	PAO3
45	82.5	165	105	7.5	7.5

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 type: Exploring the Value of Diversity (in house course)

Cost: \$5097 (ex GST)

Number of participants: 19

Cost per participant: \$268

Classification of participants: APS4: 6, APS5: 6, APS6: 5, EL1: 2.

Amount of study leave granted to each participant: 7.5 hours

APS4	APS5	APS6	EL1
45	45	37.5	15

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

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

Graduate education expenses:

Course type: Project Management

Cost (ex GST): \$1,200

Number of participants: 40

Cost per participant (ex GST): \$30

Classification of participants: APS3

Amount of study leave granted to each participant: Not required for this activity.

Reason for the study: Core Graduate Learning & 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. Project Management provides training in: stakeholder analysis, budget, procurement and risk assessment & management – all critical skills relating to work in the department. Graduates also gain a greater understanding of DSEWPaC responsibilities and activities through the project they are assigned during Project Management training.

Course type: Business Communicating and Influencing

Cost (ex GST): \$13,320

Number of participants: 40

Cost per participant (ex GST): \$333

Classification of participants: APS3

Amount of study leave granted to each participant: Not required for this activity.

Reason for the study: Core Graduate Learning & Development Program 2012

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

Course type: Approved Individual Learning & Development Educations such as conferences, training courses, textbooks and accreditation

Cost (ex GST): \$12,052

Number of participants: 23

Cost per participant (ex GST): \$524

Classification of participants: APS3

Amount of study leave granted to each participant: Not required for this activity.

Reason for training: Graduates have access to funds of up to \$1,500 for Individual Graduate Learning & Development. These funds are approved on a case by case basis.

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

School leaver traineeship program:

Course type: Wisdom – Certificate IV in Government

Cost (ex GST): \$8,000

Number of participants: 10

Cost per participant (ex GST): \$800

Classification of participants: APS1/2.1

Amount of study leave granted to each participant: Not required for this activity.

Reason for the study: Core School Leaver Trainee Learning & Development Program 2012

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

(b) Study support provided to departmental officers to undertake tertiary studies

Course type: Certificate/Diploma/Advanced Diploma

Cost: \$3,957

Number of participants: 5

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

Classification of participants: APS4: 1, APS6: 1, PAO1: 2, EL2: 1

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 type: Bachelor Degree

Cost: \$22,796

Number of participants: 24

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

Classification of participants: APS3: 3, APS4: 6, APS5: 4, APS6: 6, EL1: 3, PAO1: 1, PAO2: 1

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 type: Graduate Certificate/Diploma

Cost: \$11,364

Number of participants: 13

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

Classification of participants: APS5: 1, APS6: 4, EL1: 6, LO1: 2

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 type: Masters

Cost: \$36,261

Number of participants: 34

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

Classification of participants: APS4: 4, APS5: 5, APS6: 14, EL1: 8, EL2: 2, LO1: 1

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.

¹ Includes information for the Director of National Parks.

Bureau of Meteorology

Type of course	Total cost	Cost per participant	Employment classification	Number of participants	Amount of study leave	Reason for study	Benefit to Bureau
Initial – Training for Meteorologists, Observers and Technicians (full year courses)	\$2,196,326 NB: Total cost is not inclusive of participant salary costs	\$27,115* (*approx. rounded to nearest \$)	46 x Graduates; 35 x Trainees	81	154 days	Training of new recruits for Meteorologist, Observer & Technician roles.	Ensure staff have the capabilities to allow Bureau to achieve its objectives
Specialist in-service training (for Meteorologists, Observers, Technicians, Hydrologists etc)	\$2,066,264 NB: Total cost is not inclusive of participant salary costs	\$1118* (*approx. rounded to nearest \$)	72 x APS4 232 x APS5 687 x APS6 626 x EL1 204 x EL2B 28 x EL2A	1,849	1.8 days	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 & systems.	Ensure staff have the capabilities to allow Bureau to achieve its objectives
IT Training	\$252,952 NB: Total cost is not inclusive of participant salary costs	\$1246* (*approx. rounded to nearest \$)	1 x APS1 3 x APS2 26 x APS3 12 x APS4 21 x APS5 57 x APS6	203	2.8 days	Develop & maintain technical IT capabilities of staff.	Ensure staff have the capabilities to allow Bureau to achieve its objectives

Type of course	Total cost	Cost per participant	Employment classification	Number of participants	Amount of study leave	Reason for study	Benefit to Bureau
			54 x EL1 20 x EL2B 9 x EL2A				
Personal, Management & Leadership Development Training	\$1,128,460 NB: Total cost is not inclusive of participant salary costs	\$1288* (*approx. rounded to nearest \$)	55 x grads 62 x APS2 41 x APS3 8 x APS4 107 x APS5 206 x APS6 247 x EL1 147 X EL2 3 x SES	876	1.9 days	Enhance management & leadership capabilities of staff.	Ensure staff have the capabilities to allow Bureau to achieve its objectives
OH&S Training (including online modules)	\$59,197 NB: Total cost is not inclusive of participant salary costs	\$12.50* (*approx. rounded to nearest \$)	64 x trainee 67 x graduates 35 x APS1 77 x APS2 598 x APS3 149 x APS4 500 x APS5 1319 x APS6 1269 x EL1 444 x EL2B 207 x EL2A	4,729	0.3 days	Ensure the embedding of OH&S policy & practices in all Bureau activities and the safety, health and well-being of all staff.	Ensure staff have the capabilities to allow Bureau to achieve its objectives

Murray-Darling Basin Authority

Course type: Assets Management Training

Cost: \$1081.80

Number of participants: 2

Cost per participant: \$540.90

Classification of participants: 1 x EL2, 1 x EL1

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of technical skills directly related to the employee's role increased effectiveness in the management of projects associated with the maintenance of MDBA assets such as dams, locks and weirs throughout the river system.

Course type: Minute taking workshop

Cost: \$2,231.80

Number of participants: 4

Cost per participant: \$557.95

Classification of participants: 3 x APS5, 1 x EL1

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of technical skills directly related to the employee's role and improved committee documents and information records.

Course type: Project Management for Executive Assistants and administrative staff

Cost: \$ 500.00

Number of participants: 1

Cost per participant: \$500.00

Classification of participants: APS5

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of technical skills directly related to the employee's role and improves MDBA project management outcomes.

Course type: Manager to Leader

Cost: \$ 4,254.55

Number of participants: 1

Cost per participant: \$ 4,254.55

Classification of participant: EL2

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of leadership skills related to the employee's role and strengthening leadership cohort of the MDBA.

Course type: Excel Essentials

Cost: \$ 668.18

Number of participants: 2

Cost per participant: \$334.09

Classification of participants: 1 x APS5, 1 x APS6

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of skills directly related to the employee's role and supporting policy writers understanding of engineering principles.

Course type: Hydraulics for non- engineers

Cost: \$ 1080.00

Number of participants: 1

Cost per participant: 1080.00

Classification of participant: APS6

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of technical skills directly related to the employee's role and supporting policy writers understanding of engineering.

Course type: Understanding Water Markets

Cost: \$181.82

Number of participants: 1

Cost per participant: \$181.82

Classification of participant: EL2

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of technical skills directly related to the employee's role and supporting policy writers through deeper understanding of water markets and water accounting.

Course type: Transitioning to EL2 (management)

Cost: \$ 577.27

Number of participants:1

Cost per participant: \$577.27

Classification of participant: EL2

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of leadership skills directly related to the employee's role and supporting succession planning through the development of a strong cohort of future leaders within the MDBA.

Course type: The Professional Executive Assistant

Cost: \$731.82

Number of participants: 1

Cost per participant: \$731.82

Classification of participant: APS4

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of technical skills directly related to the employee's role and ensuring that MDBA leaders have appropriate support.

Course type: Pivot Table Training Course

Cost: \$268.18

Number of participants: 1

Cost per participant: \$268.18

Classification of participant: EL2

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of technical skills directly related to the employee's role and skills required for project / program management.

Course type: Multi-level Governance for Water, Environment and Climate Change

Cost: \$ 1,760

Number of participants: 2

Cost per participant: \$880.00

Classification of participants: 1 x EL2, 1 X EL1

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of technical skills directly related to the employee's role and increase in corporate knowledge of issues relevant to MDBA stakeholder groups.

Course type: Work Health and Safety

Cost: \$ 600.00

Number of participants: 1

Cost per participant: \$600.00

Classification of participant: EL1

Amount of study leave granted to each participant: 0

Benefit to the agency: Awareness of new WHS legislation to ensure the Agency's compliance with new WHS requirements.

Course type: Essential Secretariat

Cost: \$ 1731.81

Number of participants: 3

Cost per participant: \$577.27

Classification of participants: 1 x EL1, 1 x APS6, 1 x APS5

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of technical skills directly related to the employee's role and more efficient secretariat services for MDBA board and committees.

Course type: Localism Workshop

Cost: \$ 181.80

Number of participants: 4

Cost per participant: \$45.45

Classification of participants: 4 x EL1

Amount of study leave granted to each participant: 0

Benefit to the agency: Create awareness of issues associated with localism and improved organisational information of stakeholder issues.

Course type: Financial Management in the APS (Introductory)

Cost: \$ 577.27

Number of participants: 1

Cost per participant: \$577.27

Classification of participant: APS6

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of technical skills directly related to the employee's role and improved financial management and reporting.

Course type: Communications Workshop (stakeholder engagement)

Cost: \$1000.00

Number of participants: 1

Cost per participant: \$1000.00

Classification of participant: APS6

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of skills directly related to the employee's role and improved communication and engagement with MDBA stakeholders.

Course type: AICD – Company Directors Course

Cost: \$ 12, 980.00

Number of participants: 2

Cost per participant: \$ 6,490

Classification of participants: 1 x EL2, 1 x APS6

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of governance skills directly related to the employee's role to ensure that incorporated bodies established and managed by the MDBA comply with legislation and requirements for incorporated bodies.

Course type: Program management training

Cost: \$1,131.82

Number of participants: 1

Cost per participant: \$1,131.82

Classification of participant: APS6

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of management skills directly related to the employee's role and improved program management.

Course type: Application and interview Skills

Cost: \$577.27

Number of participants:1

Cost per participant: \$577.27

Classification of participant: APS6

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of generic skills directly related to the employee's career development better quality applications for MDBA internal labour market.

Course type: Writing for the Web

Cost: \$577.27

Number of participants:1

Cost per participant: \$577.27

Classification of participant: EL1

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of skills directly related to the employee's role and improved communication and engagement with MDBA stakeholders.

Course type: Systems Configuration Centre Manager

Cost: \$ 2,720.00

Number of participants: 1

Cost per participant: \$ 2,720.00

Classification of participant: 1 x EL1,

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of technical skills directly related to the employee's role and improvement in ICT management.

Course type: Mastering Business Analysis (advanced)

Cost: \$2,812.50

Number of participants:1

Cost per participant: \$2,812.50

Classification of participant: APS6

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of skills directly related to the employee's role and improved strategic analysis and planning.

Course type: Monitoring training

Cost: \$ 1,404.55

Number of participants:1

Cost per participant: \$ 1,404.55

Classification of participant: EL1

Amount of study leave granted to each participant: 0

Benefit to the agency: Improved research skills and program outcomes through better monitoring techniques.

Course type: Effective report writing for the APS 5-6

Cost: \$577.27

Number of participants:1

Cost per participant: \$577.27

Classification of participant: APS4

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of skills directly related to the employee's role and improved written communication within MDBA.

Course type: Introduction to developing reports from Chris 21

Cost: \$800.00

Number of participants:1

Cost per participant: \$800.00

Classification of participant: 1 x APS6

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of skills directly related to the employee's role and supporting the implementation of the HR Information Management system (HRIMS).

Course type: SES Orientation

Cost: \$3,181.82

Number of participants:1

Cost per participant: \$3,181.82

Classification of participant: SES1

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of skills directly related to the employee's role and supporting the smooth transition of the employee into a MDBA leadership role.

Course type: Rice Industry Leadership Program

Cost: \$2,650.00

Number of participants:1

Cost per participant: \$2,650.00

Classification of participant: EL1

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of leadership skills and representation of the MDBA at stakeholder training activity and forum.

Course type: Writing in the APS for levels 1-6

Cost: \$1,444.95

Number of participants: 3

Cost per participant: \$481.65

Classification of participants: 3 x APS6

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of skills directly related to the employee's role and improved written communication within MDBA.

Course type: Certificate IV in Case Management (Rehabilitation)

Cost: \$172.72

Number of participants: 2

Cost per participant: \$86.36

Classification of participants: 2 x APS6

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of skills directly related to the employee's role, ensuring MDBA compliance manages workers compensation and rehabilitation.

Course type: Excel Training (advanced)

Cost: \$ 500.00

Number of participants:1

Cost per participant: \$500.00

Classification of participant: EL2

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of technical skills directly related to the employees' role and better program outcomes through using Technology for program monitoring.

Course type: Program management in a Policy Context

Cost: \$1,131.82

Number of participants:1

Cost per participant: \$1,131.82

Classification of participant: APS6

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of skills directly related to the employee's role and improved skills and program outcomes through better program management techniques.

Course type: Conflict resolution

Cost: \$1,131.82

Number of participants:1

Cost per participant: \$1,131.82

Classification of participant: APS4

Amount of study leave granted to each participant: 0

Benefit to the agency: Improved behaviour and relationship management in the work environment team facilitating improved productivity.

Course type: Career Directions Workshop

Cost: \$2,263.64

Number of participants:2

Cost per participant: \$1,131.82

Classification of participant: 1 x APS5, 1 x APS4

Amount of study leave granted to each participant: 0

Benefit to the agency: Supporting employee career planning and improved application and interview techniques supporting employee performance in the MDBA internal labour market.

Course type: Masters in Environmental Law

Cost: \$ 2537.75

Number of participants: 1

Cost per participant: \$2,537.75

Classification of participant: 1 x EL2

Amount of study leave granted to each participant: 60 hours

Benefit to the agency: Development of technical skills directly related to the employee's role and increase in corporate expertise in environmental law.

Course type: Bachelor of Commerce

Cost: \$ 905.40

Number of participants: 1

Cost per participant: \$905.40

Classification of participant: 1 X EL1

Amount of study leave granted to each participant: 65 hours

Benefit to the agency: Development of technical skills directly related to the employee's role and increase in strategic budget management.

Course type: CPA

Cost: \$ 1,145.00

Number of participants: 1

Classification of participant: 1 X EL1

Cost per participant: \$1,145.00

Amount of study leave granted to each participant: 15 hours

Benefit to the agency: Development of technical skills directly related to the employee's role and increased effectiveness in financial administration.

Course type: Bachelor of Public Relations

Cost: \$ 1,720.77

Number of participants:1

Cost per participant: \$1,720.77

Classification of participant: 1 x APS5

Amount of study leave granted to each participant: 65 hours

Benefit to the agency: Development of technical skills directly related to the employee's role and increase in expertise in public relations.

Course type: Masters of Environmental Science

Cost: \$ 574.50

Number of participants:1

Cost per participant: \$574.50

Classification of participant: APS5

Amount of study leave granted to each participant: 65 hours

Benefit to the agency: Development of technical skills directly related to the employee's role and increase in corporate knowledge of issues relevant to environment.

Great Barrier Reef Marine Park Authority

Course type: Information Management Reports

Cost: \$265.05

Number of participants:1

Cost per participant: \$265.05

Classification of participant: APS 5

Amount of study leave granted to each participant: 3 days

Benefit to the agency: Enhance capabilities.

Course type: Information Technology Project Management

Total Cost:\$265.05

Number of participants:1

Cost per participant: \$265.05

Classification of participants: APS 5

Amount of study leave granted to each participant: 3 days

Benefit to the agency: Enhance capabilities.

Course type: Information Architecture for the Web

Total Cost:\$785.00

Number of participants:1

Cost per participant: \$785.00

Classification of participants: EL1

Amount of study leave granted to each participant: 3 days

Benefit to the agency: Enhance capabilities.

Course type: Dimensions of the Information Sector

Total Cost:\$785.00

Number of participants:1

Cost per participant: \$785.00

Classification of participants: EL1

Amount of study leave granted to each participant: 3 days

Benefit to the agency: Enhance capabilities.

Course type: Advanced Legal Process

Total Cost:\$930.00

Number of participants:1

Cost per participant: \$930.00

Classification of participants: APS 6

Amount of study leave granted to each participant: 3 days

Benefit to the agency: Enhance capabilities.

Course type: Environmental Legislation Policy

Total Cost:\$790.00

Number of participants:1

Cost per participant: \$790.00

Classification of participants: APS 6

Amount of study leave granted to each participant: 3 days

Benefit to the agency: Enhance capabilities.

National Water Commission

The following education expenses have been incurred in 2012-13 as at 31 October 2012.

Course Type: In-house Courses – Cultural Inclusion Training.

Total Cost: \$4,516.00

Number of participants: 21

Cost per participant: \$215.04

Employment Classifications of participants: APS 4 – SES 1

Amount of study leave granted to each participant: Nil.

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

Benefit to the agency: Enhanced awareness.

Course Type: Tertiary Studies – Masters of Environmental Management.

Total Cost: \$2,730.00

Number of participants: 1

Cost per participant: \$2,730.00

Employment Classifications of participants: EL 2

Amount of study leave granted to each participant: Nil.

Reason for the study: Professional knowledge development.

Benefit to the agency: Enhance capabilities.

Sydney Harbour Federation Trust

Sydney Harbour Federation Trust has had no staff undertaking tertiary studies this financial year so no study leave for tertiary courses have been approved.

SHFT has run one “White Card training” course in-house this financial year. The total cost of the course was \$1,480.00, which amounted to \$164.00 per participant. The training is a Workcover approved cause for staff to obtain a white card to allow them to enter construction sites unescorted. It is a full day in-house training course facilitated by an external provider. The table below provides the staff classification level attending the training.

Row Labels	Sum of Count
ASO3	1
ASO5	1
ASO6	1
EL1	1
EL2	3
SES	2
Grand Total	9

Senate Standing Committee on Environment and Communications
Legislation Committee
Answers to questions on notice
Sustainability, Environment, Water, Population and Communities portfolio
Supplementary Budget Estimates, October 2012

Program: Division or Agency: Corporate: CSD **Question No:** 206

Topic: Portfolio wide – Education expenses

Proof Hansard Page and Date or Written Question: Written

Senator Birmingham asked:

For 2011-12, please detail all education expenses (i.e. in-house courses and tertiary studies) for each portfolio department and agency. Please 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). Please also include the reason for the study and how it is beneficial for the department/agency.

Answer:

Department of Sustainability, Environment, Water, Population and Communities¹

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.

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. Efforts are underway to improve the capture of data in this regard. While it is not possible to give a comprehensive report on all learning and development activity and expenditure across the department, it is possible to report on training packages organised and/or delivered through the department's central workforce development function. These are reported at (a) below.

In addition, under the department's Enterprise Agreement, staff members may apply for study support involving study leave during normal working hours and a bursary of between \$1,300 and \$2,600 per annum depending on the type of course. Expenditure on study support is reported in (b) below, excluding the value of the leave component. 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. 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.

(a) Training packages organised and/or delivered through the department's central workforce development function for the year 2011-12

General courses

Course type: Legislation and Making Decisions in the APS (in-house course)

Cost: \$7,930 (ex GST)

Number of participants: 40

Cost per participant: \$198

Classification of participants: APS1/2:10, APS3:1, APS4:7, APS5:9, APS6:7, EL1:6

Amount of study leave granted to each participant: 7.5 hours

APS1/2	APS3	APS4	APS5	APS6	EL1
75	7.5	52.5	67.5	52.5	45

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 type: Indigenous Cultural Awareness Training (in house course)

Cost: \$11,813 (ex GST)

Number of participants: 40

Cost per participant: \$295

Classification of participants: APS1/2: 9, APS3: 8, APS4: 5, APS5: 4, APS6: 6, EL1: 3, EL2: 2, unknown: 3 (participants from DAFF in the Joint Team).

Amount of study leave granted to each participant: 7.5 hours

APS1/2	APS3	APS4	APS5	APS6	EL1	EL2
67.5	60	37.5	30	45	22.5	15

Reason for study: Indigenous cultural diversity training in line with APS requirements.

Benefit to the department: Staff develop a greater awareness of and appreciation for Indigenous culture, fostering positive relationships within the department.

Course type: Exploring the Value of Diversity (in house course)

Cost: \$25,422 (ex GST)

Number of participants: 80

Cost per participant: \$318

Classification of participants: APS1/2: 2, APS4: 18, APS5: 24, APS6: 12, EL1: 16, EL2: 5, POA3: 1, Unknown: 2.

Amount of study leave granted to each participant: 7.5 hours

APS1/2	APS4	APS5	APS6	EL1	EL2	PAO3
15	135	180	90	120	37.5	7.5

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

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

Graduate education expenses:

Course type: Interview Training (2011 Graduates)

Cost (ex GST): \$4,521

Number of participants: 33

Cost per participant (ex GST): \$137

Classification of participants: APS3

Amount of study leave granted to each participant: Not required for this activity.

Reason for the study: Core Graduate Learning & Development Program 2011

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. Graduates gain important skills to help them in interviews and secure a promotion within the department. Interview training will also be of benefit if in future roles, graduates take part on a recruitment panel.

Course type: The Australian Public Service Commission - Great Debate 2 (2011 Graduates)

Cost (ex GST): \$3,240

Number of participants: 24

Cost per participant (ex GST): \$135

Classification of participants: APS3

Amount of study leave granted to each participant: Not required for this activity.

Reason for the study: Core Graduate Learning & Development Program 2011

Benefit to the department: The Graduate Program contributes towards the department's workforce planning strategies. This training has been determined necessary for the graduates'

transition into the APS and the department. The Great APS Graduate Debate provides further opportunities for graduates to build their knowledge of, and discuss current APS issues and meet and network with their APS graduate colleagues. Graduates can audition and if selected, take part in the debate.

Course type: Project Management (2011 Graduates)

Cost (ex GST): \$3,440

Number of participants: 40

Cost per participant (ex GST): \$86

Classification of participants: APS3

Amount of study leave granted to each participant: Not required for this activity.

Reason for the study: Core Graduate Learning & Development Program 2011

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. Project Management provides training in: stakeholder analysis, budget, procurement and risk assessment & management – all critical skills relating to work in the department. Graduates also gain a greater understanding of DSEWPaC responsibilities and activities through the project they are assigned during Project Management training.

Course type: Approved Individual Learning & Development Educations such as conferences, training courses, textbooks and accreditation (2011 Graduates)

Cost (ex GST): \$16,368

Number of participants: 12

Cost per participant (ex GST): \$1,364

Classification of participants: APS3

Amount of study leave granted to each participant: Not required for this activity.

Reason for the study: Core Graduate Learning & Development Program 2011

Individual Graduate Learning & Development Funds 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 type: Approved Individual Learning & Development Educations such as conferences, training courses, textbooks and accreditation (2012 Graduates)

Cost (ex GST): \$8,624

Number of participants: 16

Cost per participant (ex GST): \$539

Classification of participants: APS3

Amount of study leave granted to each participant: Not required for this activity.

Reason for the study: Core Graduate Learning & Development Program 2012

Individual Graduate Learning & Development Funds 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 type: Graduate Induction (2012 Graduates)

Cost (ex GST): \$10,076

Number of participants: 44

Cost per participant (ex GST): \$229

Classification of participants: APS3

Amount of study leave granted to each participant: Not required for this activity.

Reason for the study: Core Graduate Learning & 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. Graduates are introduced to an overview of the APS and the department as well as expectations of the year ahead. Induction contributes to the graduates knowledge of the program and helps them to identify key behaviours expected of a public servant for them to succeed within the department.

Course type: Project Management (2012 Graduates)

Cost (ex GST): \$14,880

Number of participants: 40

Cost per participant (ex GST): \$372

Classification of participants: APS3

Amount of study leave granted to each participant: Not required for this activity.

Reason for the study: Core Graduate Learning & 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. Project Management provides training in: stakeholder analysis, budget, procurement and risk assessment & management – all critical skills relating to work in the department. Graduates also gain a greater understanding of DSEWPaC responsibilities and activities through the project they are assigned during Project Management training.

Course type: Legislation & Decision Making in the APS (2012 Graduates)

Cost (ex GST): \$8,680

Number of participants: 40

Cost per participant (ex GST): \$217

Classification of participants: APS3

Amount of study leave granted to each participant: Not required for this activity.

Reason for the study: Core Graduate Learning & 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. Graduates must learn about the accountability and governance framework that all APS staff work within as well as the importance of finding, reading and interpreting legislation correctly.

Course type: Public Policy – ANIPP (2012 Graduates)

Cost (ex GST): \$49,480

Number of participants: 40

Cost per participant (ex GST): \$1,237

Classification of participants: APS3

Amount of study leave granted to each participant: Not required for this activity.

Reason for the study: Core Graduate Learning & 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 by covering the core competency components of public policy.

Course type: Business Communicating and Influencing (2012 Graduates)

Cost (ex GST): \$13,080

Number of participants: 40

Cost per participant (ex GST): \$327

Classification of participants: APS3

Amount of study leave granted to each participant: Not required for this activity.

Reason for the study: Core Graduate Learning & Development Program 2012

Benefit to the department: The Graduate Program contributes towards the department's workforce planning strategies. This training has been determined necessary for the graduates' transition into the APS and the department. Throughout their careers, graduates will need to

successfully negotiate and communicate with departmental stakeholders. This course will provide them with core negotiation and communication skills.

Course type: Writing for the APS (2012 Graduates)

Cost (ex GST): \$24,440

Number of participants: 40

Cost per participant (ex GST): \$611

Classification of participants: APS3

Amount of study leave granted to each participant: Not required for this activity.

Reason for the study: Core Graduate Learning & 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. This course will develop graduates skills in writing important documents such as correspondence, Question Time Briefs. Ministerials and report writing.

Course type: Cultural Awareness and Diversity (2012 Graduates)

Cost (ex GST): \$18,000

Number of participants: 40

Cost per participant (ex GST): \$450

Classification of participants: APS3

Amount of study leave granted to each participant: Not required for this activity.

Reason for the study: Core Graduate Learning & 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. Graduates learn how to improve their cultural competencies and how to develop their own personal action plans for enhancing cultural competence.

Course type: The Australian Public Service Commission - Great Debate (2012 Graduates)

Cost (ex GST): \$4,674

Number of participants: 38

Cost per participant (ex GST): \$123

Classification of participants: APS3

Amount of study leave granted to each participant: Not required for this activity.

Reason for the study: Core Graduate Learning & Development Program 2012

Benefit to the department: The Graduate Program contributes towards the department's workforce planning strategies. This training has been determined necessary for the graduates'

transition into the APS and the department. The Great APS Graduate Debate provides further opportunities for graduates to build their knowledge of, and discuss current APS issues and meet and network with their APS graduate colleagues. Graduates can audition and if selected, take part in the debate.

School leaver traineeship program:

Course type: Essential Writing for APS 1-4 Levels (external course)

Cost (ex GST): \$5,772.70

Number of participants: 10

Cost per participant (ex GST): \$577.27

Classification of participants: APS1/2

Amount of study leave granted to each participant: Not required for this activity.

Reason for study: Training in line with writing styles used in the APS.

Benefit for the department: Employees become skilled in writing styles used by the APS.

Course type: Enhancing Your Performance (external course)

Cost (ex GST): \$5,195.43

Number of participants: 9

Cost per participant (ex GST): \$577.27

Classification of participants: APS1/2

Amount of study leave granted to each participant: Not required for this activity.

Reason for study: Training in standards, time management and professional attitude.

Benefit for the department: Employees increase productivity and develop skills to balance workloads.

Course type: Certificate IV in Government (external course)

Cost (ex GST): \$22,200

Number of participants: 20

Cost per participant (ex GST): \$1,110

Classification of participants: APS1/2

Amount of study leave granted to each participant: Not required for this activity.

Reason for study: Provides a broad range of knowledge and skills to support the development of job skills required for effective performance in the APS.

Benefit for the department: Employees will broaden their field of knowledge, formalise their skill sets and develop a career in the APS.

Course type: Department of Senate – Senate Seminar (external course)

Cost (ex GST): \$1,394.53

Number of participants: 20

Cost per participant (ex GST): \$69.73

Classification of participants: APS1/2

Amount of study leave granted to each participant: Not required for this activity.

Reason for study: Introduction to Australia's system of parliamentary government with particular emphasis on the role of the Senate.

Benefit for the department: Employees are informed on the parliamentary practice and procedure surrounding Senate business.

(b) Study support provided to departmental officers to undertake tertiary studies

Course type: Diploma/Advanced Diploma

Cost: \$28,374

Number of participants: 16

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

Classification of participants: APS3: 2, APS4: 4, APS5: 4, APS6: 4, EL1: 1, PAO1: 1

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 type: Bachelor Degree

Cost: \$54,300

Number of participants: 37

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

Classification of participants: APS1: 3, APS3: 2, APS4: 9, APS5: 4, APS6: 10, EL1: 6, EL2: 1, PAO1: 1, PAO2: 1

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 type: Graduate Certificate/Diploma

Cost: \$22,358

Number of participants: 28

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

Classification of participants: APS3: 1, APS4: 2, APS5: 6, APS6: 4, EL1: 9, EL2: 1, LO1: 4, PAO2: 1

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 type: Masters

Cost: \$76,867

Number of participants: 55

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

Classification of participants: APS3: 1, APS4: 5, APS5: 7, APS6: 20, EL1: 17, EL2: 2, LO1: 2, SLO1: 1

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 type: Doctorates

Cost: \$4,492

Number of participants: 2

Cost per participant: Varies depending on period and level of study, and on whether it is local or by distance education.

Classification of participants: EL1: 1, EL2: 1

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: Participants are studying Coral Reef Ecology and Law. Both courses are appropriate to the department's work.

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 type: Other

Cost: \$1,275

Number of participants: 1

Cost per participant: \$1,275

Classification of participant: EL1: 1

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: CPA accreditation to support accounting qualifications.

Benefit to the department: Increased development of skills and knowledge which the employee can apply to their work within the department and future career progression.

¹ Includes information for the Director of National Parks.

Bureau of Meteorology

Type of course	Total cost	Cost per participant	Employment classification	Number of participants	Amount of study leave	Reason for study	Benefit to Bureau
Initial – Training for Meteorologists, Observers and Technicians (full year courses)	\$2,196,326 NB: Total cost is not inclusive of participant salary costs	\$27,115* (*approx. rounded to nearest \$)	46 x Graduates; 35 x Trainees	81	154 days	Training of new recruits for Meteorologist, Observer & Technician roles.	Ensure staff have the capabilities to allow Bureau to achieve its objectives
Specialist in-service training (for Meteorologists, Observers, Technicians, Hydrologists etc)	\$2,066,264 NB: Total cost is not inclusive of participant salary costs	\$1118* (*approx. rounded to nearest \$)	72 x APS4 232 x APS5 687 x APS6 626 x EL1 204 x EL2B 28 x EL2A	1,849	1.8 days	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 & systems.	Ensure staff have the capabilities to allow Bureau to achieve its objectives
IT Training	\$252,952 NB: Total cost is not inclusive of participant salary costs	\$1246* (*approx. rounded to nearest \$)	1 x APS1 3 x APS2 26 x APS3 12 x APS4 21 x APS5 57 x APS6 54 x EL1 20 x EL2B 9 x EL2A	203	2.8 days	Develop & maintain technical IT capabilities of staff.	Ensure staff have the capabilities to allow Bureau to achieve its objectives
Personal, Management & Leadership Development Training	\$1,128,460 NB: Total cost is not inclusive of participant	\$1288* (*approx. rounded to nearest \$)	55 x grads 62 x APS2 41 x APS3 8 x APS4 107 x APS5	876	1.9 days	Enhance management & leadership capabilities of staff.	Ensure staff have the capabilities to allow Bureau to achieve its objectives

Type of course	Total cost	Cost per participant	Employment classification	Number of participants	Amount of study leave	Reason for study	Benefit to Bureau
	salary costs		206 x APS6 247 x EL1 147 x EL2 3 x SES				
OH&S Training (including online modules)	\$59,197 NB: Total cost is not inclusive of participant salary costs	\$12.50* (*approx. rounded to nearest \$)	64 x trainee 67 x graduates 35 x APS1 77 x APS2 598 x APS3 149 x APS4 500 x APS5 1319 x APS6 1269 x EL1 444 x EL2B 207 x EL2A	4,729	0.3 days	Ensure the embedding of OH&S policy & practices in all Bureau activities and the safety, health and well-being of all staff.	Ensure staff have the capabilities to allow Bureau to achieve its objectives

Great Barrier Reef Marine Park Authority

Course type: Study Assistance – Knowledge Centric Organisations

Cost: \$785

Number of participants:1

Cost per participant: \$785.00

Classification of participants: Executive Level 1

Amount of study leave granted to each participant: 6 days

Reason for the study: Professional Development.

Benefit to the agency: Enhance capabilities.

Course type: Study Assistance – Flood Management

Total Cost:\$431.25

Cost per participant: \$431.25

Classification of participants: APS 6

Number of participants:1

Amount of study leave granted to each participant: 1.5 days

Reason for the study: Professional Development.

Benefit to the agency: Enhance capabilities.

Course type: Study Assistance – Assets Management

Total Cost:\$431.25

Cost per participant: \$431.25

Classification of participants: APS 6

Number of participants:1

Amount of study leave granted to each participant: 1.5 days

Reason for the study: Professional Development.

Benefit to the agency: Enhance capabilities.

Course type: Study Assistance – Infrastructure Policy Evaluation

Total Cost:\$431.25

Cost per participant: \$431.25

Classification of participants: APS 6

Number of participants:1

Amount of study leave granted to each participant: 1.5 days

Reason for the study: Professional Development.

Benefit to the agency: Enhance capabilities.

Course type: Study Assistance – Infrastructure Project Management

Total Cost:\$431.25

Cost per participant: \$431.25

Classification of participants: APS 6

Number of participants:1

Amount of study leave granted to each participant: 1.5 days

Reason for the study: Professional Development.

Benefit to the agency: Enhance capabilities.

Course type: Study Assistance – Honour Thesis

Total Cost:\$1313.50

Cost per participant: \$1313.50

Classification of participants: APS 2

Number of participants:1

Amount of study leave granted to each participant: 6 days

Reason for the study: Professional Development.

Benefit to the agency: Enhance capabilities.

Course type: Study Assistance – Business Process Management

Total Cost:\$1286.00

Cost per participant: \$1286.00

Classification of participants: APS 5

Number of participants:1

Amount of study leave granted to each participant: 6 days

Reason for the study: Professional Development.

Benefit to the agency: Enhance capabilities.

Course type: Study Assistance – Information Management Professional Practice

Total Cost:\$1319.20

Cost per participant: \$1319.20

Classification of participants: APS 5

Number of participants:1

Amount of study leave granted to each participant: 6 days

Reason for the study: Professional Development.

Benefit to the agency: Enhance capabilities.

Course type: Study Assistance – GIS Applications

Total Cost:\$1692.00

Cost per participant: \$1692.00

Classification of participants: APS 5

Number of participants:1

Amount of study leave granted to each participant: 6 days

Benefit to the agency: Enhance capabilities.

Course type: Environmental Impact Management

Cost:\$1890.00

Number of participants:1

Cost per participant: \$1890.00

Classification of participant: APS 6

Amount of study leave granted to each participant: 6 days

Reason for the study: Professional Development.

Benefit to the agency: Enhance capabilities.

Murray-Darling Basin Authority

Course type: Security in Government ICT/document security training

Cost: \$2,418.18

Number of participants: 2

Cost per participant: \$1,209.09

Classification of participants: EL1

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of systems for agency compliance with APS information and ICT security.

Course type: Ground water training

Cost: \$3, 818.19

Number of participants: 3

Cost per participant: \$1,272.73

Classification of participants: 2 x EL1, 1 x APS4

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of technical knowledge related to the employee's role and increase of the Agency's technical expertise.

Course type: Multi-Level Governance of Water, Environment and Climate Change

Cost: \$2,640.00

Number of participants:3

Cost per participant: \$880.00

Classification of participants: 3 x EL1

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of technical knowledge related to the employee's role and increase of the Agency's technical expertise.

Course type: Destiny Library Training

Cost:\$1,275.00

Number of participants: 1

Cost per participant: \$1, 275.00

Classification of participant: APS5

Amount of study leave granted to each participant: 0

Benefit to the agency: Directly related to the employee's role and improves the research and information management skills.

Course type: Business Analysis Workshop

Cost: \$2,523.50

Number of participants: 1

Cost per participant: \$ 2,523.50

Classification of participant: APS6

Amount of study leave granted to each participant: 0

Benefit to the agency: Directly related to the employees role and supports the development of strategic planning skills.

Course type: Database modelling course

Cost: \$6,227.27

Number of participants: 1

Cost per participant:\$6,227.27

Classification of participant: EL2

Amount of study leave granted to each participant: 42 hours

Benefit to the agency: Directly related to the employee's role and improved effectiveness in the management of river live data.

Course type: First Aid officer Training

Cost: \$1,108.50

Number of participants: 8

Cost per participant: \$138.56

Classification of participants: 1 x SES1, 1 x EL2, 3 x EL1, 1 x APS6, 2 x APS4

Amount of study leave granted to each participant: 0

Benefit to the agency: Compliance with WHS Requirements.

Course type: Australian Public Service Training including: APS writing, financial management, strategic thinking, presentation skills, Influencing Skills

Cost: \$31,655.52

Number of participants: 78

Cost per participant: \$405.84

Employment classification of each participant: 1 x SES2, 3 x SES1, 16 x EL2, 17 x EL1, 17 x APS6, 11 x APS5, 10 x APS4, 2 x APS3, 2 x APS1 (cadets)

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development related to generic skills required for APS employment.

Course type: Holding Difficult Conversations

Cost: \$11,686.50

Number of participants: 25

Cost per participant: \$467.46

Classification of participants: 1 x EL2, 6 x EL1, 6 x APS6 5 x APS5, 5 x APS4, 2 x APS3

Amount of study leave granted to each participant: 0

Benefit to the agency: Support and assistance with performance management discussions and conflict resolution.

Course type: Coaching

Cost: \$60,164.85

Number of participants: 87

Cost per participant: \$691.55

Classification of participants: 2 x SES2, 7 x SES1, 52 x EL2 22 x EL1, 2 x APS6, 2 x APS5

Amount of study leave granted to each participant: 0

Benefit to the agency: Improving performance & managing underperformance, career planning, conflict resolution.

Course type: WHS training

Total cost: \$5,080.62

Number of participants: 51

Employment classification of each participant: 3 x SES2, 6 x SES1, 20 x EL2, 11 x EL1, 8 x APS6, 2 x APS5, 1 x APS4

Cost per participant: \$99.62

Amount of study leave granted to each participant: 0

The reason for the study and how it is beneficial for the department/agency: training OHS committee representative and officers, familiarisation with new WHS responsibilities for SES officers Directors and WHS committees.

Course type: Office IT skills

Cost: \$10,817.04

Number of participants: 24

Cost per participant: \$450.71

Classification of participants: 3 x EL1, 5 x APS6, 6 x APS5, 6 x APS4, 4 x APS3

Amount of study leave granted to each participant: 0

Benefit to the agency: Effective use of office information technology facilitates communication and information records management within the agency.

Course type: Leadership Training

Cost: \$ 152,526.00

Number of participants: 88

Cost per participant: \$1,733.25

Classification of participants: 2 x SES2, 6 x SES1, 52 x EL2, 28 x EL1

Amount of study leave granted to each participant: 0

Benefit to the agency: Development of a strong leadership cohort for the MDBA and succession planning for future leader.

Course type: Buddy and Mentor training

Cost: \$6,940

Number of participants: 16

Cost per participant: \$433.75

Classification of participants: 8 x EL1, 8 x APS3

Amount of study leave granted to each participant: 0

Benefit to the agency: Support for the Graduate Program.

Course type: Wise Water Ways

Cost: \$3,600

Number of participants: 4

Cost per participant: \$900

Classification of participants: 4 x EL1

Amount of study leave granted to each participant: 0

Benefit to the agency: Graduate employee development.

Course type: State Law Interpretation Course

Cost: \$723

Number of participants: 3

Cost per participant: \$241

Classification of participants: 2 x EL1, 1 x APS6

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development related to employee's role.

Course type: Financial Management Training

Cost: \$899

Number of participants: 1

Cost per participant: \$899

Classification of participant: 1 x APS4

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development related to employee's role.

Course type: Fringe Benefits Training

Cost: \$900

Number of participants: 3

Cost per participant: \$300

Classification of participants: 1 x EL2, 1 x EL1, 1 x APS6

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development directly related to employee's role.

Course type: Train-Dragon Naturally Speaking

Cost: \$452.68

Number of participants: 1

Cost per participant: \$452.68

Classification of participant: 1 x APS6

Amount of study leave granted to each participant: 0

Reason for the study: Professional development related to employee's role and implementation of web-based blog for Basin Plan Community Engagement strategy.

Course type: Wetland Hydrology Training

Cost: \$980

Number of participants: 1

Cost per participant: \$980

Classification of participant: 1 x EL1

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development directly related to employee's role.

Course type: Groundwater Training

Cost: \$2,900

Number of participants: 2

Cost per participant: \$1,450

Classification of participants: 1 x EL1, 1 x APS6

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development directly related to employee's role and development of the technical expertise of the MDBA.

Course type: ArcGIS

Cost: \$3,063.78

Number of participants:3

Cost per participant: \$1021.26

Classification of participants: 2 x EL1, 1 x APS6

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development directly related to employee's role.

Course type: Advanced .net

Total cost: \$2,110

Number of participants: 1

Cost per participant: \$2,110

Classification of participant: 1 x APS6

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development directly related to employee's role.

Course type: Ground Water – Surface Water Interactions

Cost: \$2,800

Number of participants: 2

Cost per participant: \$1,400

Classification of participants: 1 x EL1, 1 x APS6

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development directly related to employee's role.

Course type: Realm Advanced Workshop

Cost: \$1,600

Number of participants: 2

Cost per participant: \$800

Classification of participants: 2 x EL1

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development directly related to employee's role.

Course type: Advanced Perl training

Cost: \$7,000

Number of participants: 2

Cost per participant: \$3,500

Classification of participants: 2 x EL1

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development directly related to employee's role.

Course type: Basic Perl training

Cost: \$3,500

Number of participants: 1

Cost per participant: \$3,500

Classification of participant: 1 x EL1

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development directly related to employee's role.

Course type: Basic Hydrography

Cost: \$3,750

Number of participants: 1

Cost per participant: \$3,750

Classification of participant: 1 x APS3

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development directly related to employee's role.

Course type: Preparing senate estimate briefs

Cost: \$3,011.25

Number of participants: 15

Cost per participant: \$200.75

Classification of participants: 1 x SES1, 7 x EL2, 7 x EL1,

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development directly related to employee's role.

Course type: Facilitation skills

Cost: \$24,362.21

Number of participants: 54

Cost per participant: \$451.15

Classification of participants: Not available (approx. EL2 - APS6)

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development related to stakeholder management and liaison.

Course type: Negotiation skills

Cost: \$9,185.54

Number of participants: 27

Cost per participant: \$340.20

Classification of participants: Not available (approx. EL2 - APS6)

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development related to stakeholder management and liaison.

Course type: Selection Advisory Committee training

Cost: \$20,800

Number of participants: 66

Cost per participant: \$315.15

Classification of participants: 12 x EL2, 29 x EL1, 23 x APS6, 1 x APS5, 1 x APS4

Amount of study leave granted to each participant: 0

Benefit to the agency: Improve and streamline recruitment and selection processes.

Course type: Webinar Training

Cost: \$180

Number of participants: 1

Cost per participant: \$180

Classification of participant: 1 x APS6

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development directly related to employee's role.

Course type: Monitoring & Evaluation

Cost: \$1,363.64

Number of participants: 1

Cost per participant: \$1363.64

Classification of participant: 1 x APS4

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development directly related to employee's role.

Course type: Microsoft SharePoint Training

Cost: \$8,976

Number of participants: 3

Cost per participant: \$2,992

Classification of participants: 1 x EL1, 2 x APS6

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development directly related to employee's role and implementation of SharePoint.

Course type: Advanced Certificate IV Government (Injury Rehab. Management)

Cost: \$4,800

Number of participants: 1

Cost per participant: \$4,800

Employment classification of each participant: 1 x APS6

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development directly related to employee's role.

Course type: Executive Assistants Summit and Seminar

Cost: \$3,594

Number of participants: 1

Cost per participant: \$3,594

Classification of participant: 1 x APS4

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development directly related to employee's role.

Course type: RSPCA Animal Welfare Seminar

Cost: \$318.18

Number of participants: 1

Cost per participant: \$318.18

Classification of participant: 1 x EL1

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development related to employee's role – specifically, the ethical framework for researching animal habitats and behaviours.

Course type: Leading through Change

Cost: \$549.82

Number of participants: 1

Cost per participant: \$549.82

Classification of participant: 1 x EL2

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development directly related to employee's role.

Course type: e-Water Source Workshop

Cost: \$172.73

Number of participants: 1

Cost per participant: \$172.73

Classification of participant: 1 x EL2

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development directly related to employee's role.

Course type: Cert IV in HR Management

Cost: \$533.51

Number of participants: 1

Cost per participant: \$533.51

Classification of participant: 1 x APS6

Amount of study leave granted to each participant: 55 hours

Benefit of the agency: Professional development directly related to employee's role.

Course type: IAP2 Certificate Training Module

Cost: \$2,454.45

Number of participants: 3

Cost per participant: \$ 818.15

Classification of participants: 2 x EL1, 1 x APS6

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development directly related to employee's role.

Course type: Graduate Certificate in Social Impact

Cost: \$ 6,000

Number of participants: 1

Cost per participant: \$ 6000

Classification of each participant: 1 x EL2

Amount of study leave granted to each participant: 35 hours

Benefit to the agency: Professional development directly related to employee's role.

Course type: Certificate IV in Project Management

Cost: \$1,600

Number of participants: 4

Cost per participant: \$400

Classification of participants: 2 x EL1, 1 x APS6, 1 x APS5

Amount of study leave granted to each participant: 0

Benefit to the agency: Professional development directly related to employee's role.

Course type: B.Sc. Environment, Parks and Heritage

Cost: \$1,544

Number of participants: 1

Cost per participant: \$1,544

Classification of participant: 1 x APS6

Amount of study leave granted to each participant: 50 hours

Benefit to the agency: Professional development directly related to employee's role.

Course type: CPA

Cost: \$5,637.72

Number of participants: 3

Cost per participant \$1,879.24

Classification of participants: 1 x APS6, 1 x APS4, 1 x APS3

Amount of study leave granted to each participant: 73 hours

Benefit to the agency: Professional development directly related to employee's role.

Course type: Bachelor of Commerce

Cost: \$1,479

Number of participants: 1

Cost per participant: \$1,479

Classification of participant: 1 x EL1

Amount of study leave granted to each participant: 85 hours

Benefit to the agency: Professional development directly related to employee's role.

Course type: Bachelor of Public Relations

Cost: \$3,268

Number of participants: 1

Cost per participant: \$3,268

Classification of participant: 1 x APS5

Amount of study leave granted to each participant: 75 hours

Benefit to the agency: Professional development directly related to employee's role.

Course type: Masters of Integrated Water Management

Cost: \$11,465

Number of participants: 2

Cost per participant: \$5,732.50

Classification of participants: 2 x EL2

Amount of study leave granted to each participant: 40 hours

Benefit to the agency: Professional development directly related to employee's role.

Course type: Cert IV in Government (Procurement and Contracting)

Cost: \$3,700

Number of participants: 1

Cost per participant: \$3,700

Classification of participant: 1 x APS5

Amount of study leave granted to each participant: 60 hours

Benefit to the agency: Professional development directly related to employee's role.

Course type: Post Graduate Certificate in River Restoration and Management

Cost: \$7,432

Number of participants: 2

Cost per participant: \$3,716

Classification of participants: 2 x APS6

Amount of study leave granted to each participant: 64 hours

Benefit to the agency: Professional development related to employees' role.

Course type: Graduate Certificate in Environmental Law

Cost: \$2,358

Number of participants: 1

Cost per participant: \$2,358

Classification of participant: 1 x APS6

Amount of study leave granted to each participant: 24 hours

Benefit to the agency: Professional development directly related to employee's role.

National Water Commission

Course type: In-house Courses – Fraud, Risk and Security Awareness Training

Cost: \$9,990.00

Number of participants: 78

Cost per participant: \$128.00

Classifications of participants: APS 4 – SES 1

Amount of study leave granted to each participant: Nil.

Reason for the study: Improve staff understanding of government fraud and risk management frameworks.

Benefit to the agency: Enhance capabilities.

Course type: In-house Courses – Financial Essentials Training

Cost: \$2,250.00

Number of participants: 15

Cost per participant: \$150.00

Classifications of participants: APS 4 – SES 1

Amount of study leave granted to each participant: Nil.

Reason for the study: Improve staff understanding of government financial management frameworks.

Benefit to the agency: Enhance capabilities.

Course type: In-house Courses – Introduction into National Water Commission/Public Service

Cost: Nil

Number of participants: 13

Cost per participant: Nil

Classifications of participants: APS 6 – EL 2

Amount of study leave granted to each participant: Nil

Reason for the study: Improve staff understanding of Commission and government processes.

Benefit to the agency: Enhance capabilities.

Course type: In-house Courses – Cultural Inclusion Training

Cost: \$4,516.00

Number of participants: 20

Cost per participant: \$225.80

Classifications of participants: APS 4 – SES 1

Amount of study leave granted to each participant: Nil

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

Benefit to the agency: Enhance awareness.

Course type: Tertiary Studies – Bachelor of Graphic Design

Cost: \$2,173.03

Number of participants: 1

Cost per participant: \$2,173.03

Classifications of participants: APS 5

Amount of study leave granted to each participant: 82 hours 48 minutes.

Reason for the study: Professional knowledge development.

Benefit to the agency: Enhance capabilities.

Course type: Tertiary Studies – Masters of Environmental Management

Cost: \$5,160.00

Number of participants: 1

Cost per participant: \$5,160.00

Classifications of participants: SES 1 (Acting)

Amount of study leave granted to each participant: Nil

Reason for the study: Professional knowledge development.

Benefit to the agency: Enhance capabilities.

Course type: Tertiary Studies – Masters of Public Policy (Economic Policy)

Cost: \$10,076.00

Number of participants: 1

Cost per participant: \$10,076.00

Classifications of participants: EL 1

Amount of study leave granted to each participant: Nil

Reason for the study: Professional knowledge development.

Benefit to the agency: Enhance capabilities.

Course type: Tertiary Studies – Graduate Diploma of Environmental Resources and Economics

Cost: \$6,326.00

Number of participants: 1

Cost per participant: \$6,326.00

Classifications of participants: EL 2 (Acting)

Amount of study leave granted to each participant: Nil

Reason for the study: Professional knowledge development.

Benefit to the agency: Enhance capabilities.

Course type: Tertiary Studies – Graduate Certificate in Water Management

Cost: \$1,800.00

Number of participants: 1

Cost per participant: \$1,800.00

Classifications of participants: APS 6

Amount of study leave granted to each participant: Nil

Reason for the study: Professional knowledge development.

Benefit to the agency: Enhance capabilities.

Sydney Harbour Federation Trust

Course type: Graduate Diploma Financial Management

Cost: Nil

Number of participants: 1

Cost per participant: Nil

Classification of participants: Executive Level 2

Amount of study leave granted to each participant: 3 days

Reason for the study: To develop staff skills to meet the Trust's current and future needs.

Benefit to the agency: Current and updated knowledge of matters financial in light of Agency being self funding.