

**SENATE EMPLOYMENT, WORKPLACE RELATIONS AND EDUCATION  
LEGISLATION COMMITTEE**

**2004-2005 BUDGET SENATE ESTIMATES HEARING  
31 MAY AND 1 JUNE 2004**

**EMPLOYMENT AND WORKPLACE RELATIONS PORTFOLIO**

**QUESTIONS ON NOTICE**

**Outcome: Corporate**

**Question Number: W107-05**

**Question:**

Senator Murray asked in writing:

At page 51 of ANAO Audit Report No.10 2004-2005, *The Senate Order for Departmental and Agency Contracts (Calendar Year 2003 Compliance)*, the ANAO has concluded that all FMA agencies would benefit from implementation of contract training courses, or a review of current courses, to ensure that the Senate order requirements are adequately covered and that procurement staff receive relevant DOFA guidance.

What training does the Department currently have in place for procurement staff?

**Answer:**

The department offers a Certificate IV in Contract Management to DEWR staff. Included in the Certificate are individual modules on:

- Foundations of Contracting
- Regulatory Environment
- Legal Framework
- Financial Management
- Risk Management

Additionally, comprehensive training is offered to all staff encompassing:

- The Senate order for departmental and agency contracts;
- The Department of Finance and Administration's February 2003 *Guidance on Confidentiality of Contractors' Commercial Information*; and
- The need to comply with Commonwealth Procurement Guidelines (CPGs) for all purchasing activities.