

**Question on Notice**  
**No. 202**  
**Asked on Wednesday, 21 February 2007**

**MR HOBBS** asked the Minister for Local Government, Planning and Sport (MR ANDREW FRASER)—

**QUESTION:**

With reference to conferences, workshops, training sessions, seminars, or symposiums conducted by the department, agencies, or associated portfolio entities in 2005-06 and 2006-07 to date for public service employees of the Department of Local Government, Planning and Sport—

- (1) What is the number held and the purpose of each conference, workshop, training session, seminar, or symposium?
- (2) How many attended each conference, workshop, training session, seminar, or symposium?
- (3) What was the expense incurred for each conference, workshop, training session, seminar, or symposium, broken down by the cost of hiring the venue, entertainment, hospitality, meals, alcohol and other drinks, catering, travel, accommodation, guest speakers (reported separately for each type of cost)?

**ANSWER:**

**Department of Local Government and Planning, Sport and Recreation Portfolio**

The *Financial Management Standard 1997* and good corporate governance practice require agencies to review their strategies, organisation and operational business plans regularly. The Department of Local Government, Planning, Sport and Recreation ensures that it is responsive to the community by investing in internal business planning and stakeholder engagement activities; and by evaluating our performance against agreed objectives.

In particular, the Department of Local Government, Planning, Sport and Recreation is committed to its staff and their ongoing development. An extensive series of internal programs have been run focusing on developing leadership skills at all levels, project management and performance accountability. These skills build the capacity of the organisation to respond to changing needs of clients.

Details on conferences, workshops, training sessions, seminars, or symposiums conducted by the Department of Local Government, Planning, Sport and Recreation within 2005-06 were tabled during the Estimates Committee hearing on Tuesday 11 July 2006.

In 2006-07:

- Leadership programs continued and built upon the achievements of the previous year;

- A Corporate Health Program was launched aimed at improving the health and well being of all staff; and
- A comprehensive Performance Management Program was implemented across all areas of the Department.

Attachment 1 details conferences, workshops, training sessions, seminars, or symposiums conducted by the Department of Local Government, Planning, Sport and Recreation within 2006-07.

The Department's officers apply the Public Sector Guidelines on the Use of Venues for Departmental Workshops and Conferences, as well as the Department's Corporate Standard AD.05.001 on Gifts and Benefits including Entertainment and Hospitality.

Please note:

- The Department's financial management system does not capture individual information on some categories of expenditure requested.
- The cost of activities was sourced from within ongoing budget appropriation.
- Employee related costs are excluded.
- According to the Department of Local Government, Planning, Sport and Recreation records, alcohol was provided on one occasion at the Executive, Strategic Management Team Retreat where it was served with the evening meal.

## Non-Government Question No 202

### Costs associated with Internal Conferences, workshops, training sessions, seminars or symposiums in 2006/2007

DIVISION	DATES	ACTIVITY	NO. of PEOPLE ATTENDING	GUEST SPEAKER (name)	NO. of DAYS	VENUE COSTS	ACCOMMODATION COSTS	AIRFARES	MEALS	TOTAL
CES	12/09/2006 13/09/2006 21/09/2006 22/09/2006 29/09/2006	Executive Leadership Program 3 2006	16 people for each day	NIL	5	Inclusive package	Inclusive package	Inclusive package	Inclusive package	\$23,057.20
CES	04/07/2006 13/07/2006 18/07/2006 09/08/2006 31/08/2006 07/09/2006 20/09/2006 27/09/2006 11/10/2006 25/10/2006 02/11/2006	Supportive Leadership Program	380 people over 18 sessions	NIL	1 day per session	\$4,412.61	\$235.00	\$1758.48	\$4,966.02	\$11,372.11

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	22/11/2006 06/12/2006 13/12/2006 14/12/2006 24/01/2007 07/02/2007 16/02/2007									
CES	22/10/2006 10/11/2006 17/11/2006 29/11/2006 01/12/2006	Project Management Program – trainer from Institute of Public Administration Australia	89 people over 5 sessions	NIL	1 day per session	\$15,250.00 (includes trainer)	NIL	NIL	\$1145.12	\$16,395.12
CES	02/08/2006 03/12/2006	Departmental Induction	61 people over 2 sessions	NIL	1 day per session	\$716.00	NIL	NIL	\$1,148.53	\$1,864.53
CES	14/11/2006 21/11/2006	Writing Course – provided by Di Morely	12	NIL	2	\$5,458.00 (includes trainer)	NIL	NIL	NIL	\$5,458.00
CES	18/07/2006 20/07/2006	Corporate Health Program	184 people over 10 sessions	NIL	2 hours per session	\$10,076 (includes trainer)	NIL	NIL	NIL	\$10,076

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	25/07/2006 08/08/2006 24/08/2006 05/09/2006 07/09/2006 21/09/2006 19/10/2006 21/11/2006									
CES	21/07/2006	Cultural Awareness Training	15	NIL	½ day	\$1,500.00 (includes trainer)	NIL	NIL	NIL	\$1,500.00
CES	13/12/2006	Harassment Referral Refresher Training	11	NIL	1	\$2,080.10 (includes trainer)	NIL	NIL	\$137.78	\$2,217.88
CES	04/09/2006 07/09/2006 08/09/2006	Hours of Work Consultation	30 people over 3 sessions	NIL	3 hours per session	NIL	\$333.00	\$2306.85	\$197.60	\$2837.45
CES	28/07/2006	MCB Planning Day	16	\$2,000 (Korrine Jones – facilitator)	1	\$490.00	NIL	NIL	\$345.46	\$2,835.46

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CES	27/07/2006	DLGPSR 2006-2011 Strategic Plan Staff Information Session	320	NIL	.2	\$22,454.86 (inc. video-conferencing costs)	NIL	NIL	NIL	\$22,454.86
CES	13/02/2007 14/02/2007	Executive Management Team Retreat	21	NIL	2	\$6,328.10 (includes 3 trainers)	\$3,775.62	NIL	Inclusive package	\$10,103.72
CES	15/01/2007 16/01/2007 17/01/2007 18/01/2007 19/01/2007	New Human Resource and Financial Delegation Training	30 people over 5 sessions	NIL	3 hours per session	NIL	\$494.00	\$891.63	\$87.95	\$1,473.58
CES	01/09/2006 06/09/2006 19/09/2006 20/09/2006 26/09/2006 04/10/2006 26/10/2006 30/10/2006	Performance, Planning and Review Workshops	226 people over 27 workshops	NIL	3 hours per session	NIL	\$303.00	\$1,306.17	\$318.75	\$1,927.92

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	31/10/2006 02/11/2006 03/11/2006 (2) 09/11/2006 (2) 14/11/2006 16/11/2006 (2) 20/11/2006 (2) 27/11/2006 30/11/2006 04/12/2006 05/12/2006 06/12/2006 12/12/2006 13/12/2006 14/12/2006									
CES	Every second Thursday	Records and Information Management Training – provided under	81 people over 14 sessions	NIL	3 hrs per session	NIL	NIL	NIL	NIL	NIL

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		OLA with CSQ								
Queensland Academy of Sport	15/08/2006 24/08/2006 05/09/2006 14/09/2006	Senior First Aid Course	20	NIL	2 days per session	NIL	NIL	NIL	NIL	\$3,706.55
Queensland Academy of Sport	13/11/2006 14/11/2006	Regional Coaches Workshop	9	Deborah Latouf  Brian Fitzpatrick	2	NIL	\$1,669.09	\$3,047.31	\$313.10	\$5,029.50
SRR	04/08/2006	Recreation Centre Development Staff Planning Day	10	Facilitator JWW Consultancy - \$2,200	1	NIL	NIL	NIL	\$200.00	\$2,400.00
SRR	25/10/2006 – 27/10/2006	Recreation Centre Development Centre Managers Forum	20	Facilitator Trisha Kendall JWW Consulting \$4,400	3	\$800.00	\$2,948.00	\$2,543.00	\$1,200.00	\$11,891.00
SRR	13/11/2006	Tallebudgera Active Recreation Centre Team Building Workshop	29	Facilitator JWW Consulting \$2,200	1	NIL	NIL	NIL	\$240.00	\$2,440.00



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SRR	20/7/2006	Industry and Sector Development Planning Day	20	Facilitator Olivia Francesconi, Assure Programs \$2,970	1	\$280.00	NIL	NIL	\$690.00	\$3,940.00
SRR	14/12/2006 15/12/2006	SRR State Indigenous Workshop	22	Judith Himstedt Consulting \$4,929.38  Bryan O'Connor, DGR Consulting P/L - \$3054.39	2	\$1,838.60	\$517.00	NIL	\$2,953.50	\$13,292.87
SRR	13/07/2006 14/7/2006 20/7/2006 28/7/2006 8/8/2006 10/8/2006 14/8/2006 15/8/2006	Certificate IV in Project Management	8	NIL	8 (spread over 6 weeks)	NIL	NIL	NIL	NIL	\$16,100.00

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SRR	22/11/2006 23/11/2006 24/11/ 2006	Advisors Conference	25	NIL	3	\$11,600.00 (includes trainer)	Inclusive package	\$5,088.79	Inclusive package	\$ 16,688.79
SRR	12/07/2006	Possibility Thinking	11	Laurie Kelly – \$2,750	1	\$137.50	\$197.00	\$347.36	\$84.00	\$3,515.86
SPL	11/07/2006	SPL Planning Day – Senior Management Team	9	NIL	1	\$250.00	NIL	NIL	\$301.00	\$551.00
SPL	16/02/2007	Office of the Executive Director/SPL Team Development/Shared Vision Workshop	15	Julia Zimmerman  Karyn Schluter-White	1	\$692.50	NIL	NIL	\$758.20	\$1,450.70
SPL	20/12/2006	Planning Day - Future Direction of Planning Information and Forecasting Unit following Review	15	Rob Skerman	1	\$200.00	NIL	NIL	\$1,100.00	\$1,300.00
SP	20/09/2006	Change Management Workshop	84	NIL	3	\$34,165.00 (includes trainer)	Inclusive package	\$4,710.07	Inclusive package	\$38,875.07

DIVISION	DATES	ACTIVITY	NO. of PEOPLE ATTENDING	GUEST SPEAKER (name)	NO. of DAYS	VENUE COSTS	ACCOMMODATION COSTS	AIRFARES	MEALS	TOTAL
LGC	1/3/07	Capacity Building & Partnerships Branch Planning Day	19	NIL	1	\$440.00	\$700.00	\$3,000.00	\$1,000.00	\$5,440.00
LGC	11/08/2006	Local Government Collaboration – Planning day and restructure information session	110	NIL	1	Inclusive package	NIL	NIL	Inclusive Package	\$4,480.00
LGC	3/10/2006	Office of the Executive Director Planning day	10	NIL	1	\$440.00	NIL	NIL	\$119.90	\$559.90
LGC	13/7/06	FIB Strategic Planning	40	NIL	1	\$716.00	NIL	NIL	\$832.00	\$1,538.00