

## Budget Estimates 2024-25 Hearing – 4 September 2024

### Supplementary Questions

Minister for Skills, TAFE and Tertiary Education

#### Disability

(1) When will TAFE NSW's new disability inclusion action plan be released?

(a) Which external stakeholders were consulted with in relation to the development of the updated DIAP?

#### ANSWER

It is anticipated that the TAFE NSW 2024-2028 Disability Inclusion Action Plan will be released in February 2025.

Extensive consultation with TAFE NSW employees has been undertaken through focus groups, workshops and co-design sessions including those with lived experience and intersectional representation from Aboriginal and Torres Strait Islands, LGBTIQ+ and Multicultural groups.

External consultation was also undertaken with other NSW Government agencies and community organisations. This included Diversity Council NSW, Vision Australia, Spinal Cord Injuries Australia, Carers NSW, and Amputees NSW.

TAFE NSW also consulted with over 1,800 learners through interviews, focus groups and surveys to capture their experience.

(2) Does the Department's inclusive education unit carry out any work in relation to inclusive education at TAFE?

(a) Does the Department's inclusive education unit carry out any work in relation to work transition support services for students with disability?

#### ANSWER

The Inclusive Education teams within the department have several specialist positions, one of which is the Support Teachers Transition. The Support Teacher Transition's role is to work with schools to support student centred transition planning for students with a disability or additional learning and support requirements.

The Support Teacher Transition provides advice on curriculum options and subject selection, vocational preparation, work experience and entry to HSC Vocational Education and Training courses. They assist with transition planning to post school destinations and assist families to access specialist programs and support provided by other government agencies.

(3) How many campuses do not currently have an in-person Disability Teacher Consultant?

(a) Of the 84 Disability Teacher Consultants across the state, how many are available to students online?

(b) What is TAFE NSW's process for employing consultants that specialise in different areas of disability at different campuses, for example those specialising in intellectual and specific learning, Deaf support or physical and medical conditions?

#### ANSWER

All current and prospective TAFE NSW students at all locations and online have access to professional services, either face to face on-site, through online meeting platforms or via telephone to the TAFE NSW Disability Teacher Consultant Network. Where a face to face appointment is required, a Disability Teacher Consultant may travel from another campus as needed. Disability

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Teacher Consultants with specialist expertise in an area of disability consult across the Disability Teacher Consultant network to ensure comprehensive support for all students.

**Contractors**

(4) How many contractors currently work within the Department?

**ANSWER**

As at 31 August 2024, there were 687 contractors engaged in the Department of Education.

As at 31 August 2024, there were 167 contractors engaged in TAFE NSW.

(5) How many of these contractors have been on contracts longer than

- (a) 3 months
- (b) 6 months
- (c) 12 months
- (d) 18 months
- (e) 24 months
- (f) 36 months

**ANSWER**

Of the 687 contractors engaged by the Department of Education as at 31 August 2024:

- a) 654 contractors have been on contracts longer than 3 months
- b) 627 contractors have been on contracts longer than 6 months
- c) 544 contractors have been on contracts longer than 12 months
- d) 422 contractors have been on contracts longer than 18 months
- e) 325 contractors have been on contracts longer than 24 months
- f) 201 contractors have been on contracts longer than 36 months

Please note that the data in (a) to (f) above should not be added to derive the total number of contractors engaged by the department as at 31 August 2024. Each dataset is provided in isolation based on how many contractors, as at 31 August 2024, had contract periods falling within the above specified timeframes.

Of the contractors engaged by TAFE NSW as at 31 August 2024:

- (a) 3 months: 17
- (b) 6 months: 27
- (c) 12 months: 23
- (d) 18 months: 22
- (e) 24 months: 23
- (f) 36 months: 50

(6) What is the longest period of continuous employment for a contractor employed by the Department or its agencies?

**ANSWER**

As at 31 August 2024, the longest period of continuous engagement for a contractor engaged by the Department of Education (excluding TAFE and NESA) is 9.08 years. Data on contractor engagements first became available as part of the implementation of the NSW Government Contractor Central model on 3 August 2015. It is possible that some contractors with current

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continuous engagement were engaged prior to 3 August 2015, however this data cannot be validated.

As at 31 August 2024, the longest period of continuous engagement for a contractor engaged by TAFE NSW is 117 months.

**Return to Office**

(7) Regarding your department's return to office policy:

- (a) Please provide the occupancy rates for all government offices relevant to your Portfolio over the past 6, 12 and 18 months, covering all government employees.
- (b) Please provide the occupancy rates for all government offices relevant to your Portfolio over the past 6, 12 and 18 months, covering all non-client facing/non-case worker government employees.
- (c) At what intervals is office occupancy measured?
  - i. What is the methodology used?
- (d) Can you provide records of the working locations for government employees over the past 6, 12 and 18 months.
- (e) Can you provide records of the working locations for non-client facing/non-case worker government employees over the past 6, 12 and 18 months?
- (f) How many non-client facing/non-case worker government employees have returned to working in the office five days a week in the last 6 months, 12 months and 18 months?

(8) What is your Department's return-to-office plan?

(a) What goals, targets, and timeframes are in place regarding your department's return-to-office plan?

(9) What consultations have taken place with government employees (your department) regarding a return to office plan?

- (a) Who attended the consultations?
- (b) When were the consultations held?
- (c) Where were the consultation held?
- (d) How was feedback obtained from staff?
- (e) Was there any resistance or opposition registered by staff concerning the return to the office plan?
  - i. How is this being managed and addressed?
- (f) How are these goals, targets, and timeframes being recorded and measured?
- (g) Will the results be made public?

i. If so, when will these results be made public?

(10) Is there a requirement for your department to report to NSW Premier and Cabinet Department with updates on progress and results concerning the return to the office?

(11) How will non-compliance with the NSW Premier's call to return to the office be addressed?

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(a) Are the consequences known?

(12) Are there any efficiencies and savings anticipated by your department relating to a return to the office working environment?

(13) Are there any barriers and costs anticipated by your department relating to a return to the office working environment?

**ANSWER**

(Q7-13 inclusive)

The Department of Education and TAFE NSW are currently in the process of reviewing and assessing the Premier's Department guidance on the workplace presence policy. The Department of Education and TAFE NSW are actively considering the best approach to ensure compliance while balancing operational needs and staff well-being.

The Department of Education and TAFE NSW are committed to ensuring that any policy changes and their implementation are made in consultation with our staff, stakeholders, and aligned with the guidance provided by the Premier's Department.

**Qantas Chairman's Club**

(14) Are you a Member of the Qantas Chairman's Club?

(a) If no, have you ever previously been a member?

(b) If yes, when did you cease to be a member?

(c) If yes, when did you initially become a member?

(d) If yes, when did you make a declaration to The Cabinet Office?

(e) If yes, how many times since 28 March 2023 have you used the Qantas Chairman's Club?

**ANSWER**

I am advised:

The Constitution (Disclosures by Members) Regulation 1983 (Regulation) sets out Members' obligations to disclose relevant pecuniary and other interests in periodic returns to Parliament.

The Legislative Assembly Standing Committee on Parliamentary Privilege and Ethics Report on Review of the Code of Conduct, Aspects of Disclosure of Interests, and Related Issues (December 2010) notes that:

"Advice has been received from the Crown Solicitor that use of the Chairman's Lounge by invitation is not a "gift" for the purposes of clause 10 of the Regulation, as it does not involve disposition of property. However, when the membership leads to an upgrade valued at more than \$250, it becomes disclosable as a contribution to travel, and should be reported under clause 11 of the Regulation."

Clause 16 of the Regulation allows a Member to, at their discretion, disclose any direct or indirect benefit, advantage or liability, whether pecuniary or not.

Relevant disclosures have been made to the Cabinet Office and to the Parliament.

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**Union membership**

(15) Are you a member of a union?

(a) If yes, what union?

**ANSWER**

I am advised:

The Constitution (Disclosures by Members) Regulation 1983 (the Regulation) sets out Members' obligations to disclose relevant pecuniary and other interests in periodic returns to Parliament.

Clause 13 of the Regulation relevantly requires the disclosure of the name of each trade union and each professional or business association 'in which he or she held any position' as at specified dates. The Regulation does not require Members to disclose membership of a trade union.

Membership of Unions can be disclosed on a discretionary basis. The Clerk of the Parliaments has confirmed that this view is consistent with guidance provided to Members.

**Union membership fees**

(16) What was the expenditure for you to join a union in:

(a) 2022-23?

(b) 2023-24?

(c) 2024-25?

**ANSWER**

I am advised:

The Constitution (Disclosures by Members) Regulation 1983 (the Regulation) sets out Members' obligations to disclose relevant pecuniary and other interests in periodic returns to Parliament.

Clause 13 of the Regulation relevantly requires the disclosure of the name of each trade union and each professional or business association 'in which he or she held any position' as at specified dates. The Regulation does not require Members to disclose membership of a trade union.

Membership of Unions can be disclosed on a discretionary basis. The Clerk of the Parliaments has confirmed that this view is consistent with guidance provided to Members.

**CFMEU membership**

(17) Have you ever been a member of the Construction, Forestry and Maritime Employees Union (CFMEU)?

(a) If yes, when?

**ANSWER**

I am advised:

The Constitution (Disclosures by Members) Regulation 1983 (the Regulation) sets out Members' obligations to disclose relevant pecuniary and other interests in periodic returns to Parliament.

Clause 13 of the Regulation relevantly requires the disclosure of the name of each trade union and each professional or business association 'in which he or she held any position' as at specified dates. The Regulation does not require Members to disclose membership of a trade union.

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Membership of Unions can be disclosed on a discretionary basis. The Clerk of the Parliaments has confirmed that this view is consistent with guidance provided to Members.

**CFMEU meetings**

(18) Given ministerial diary disclosures do not include all meetings and provide exceptions to disclosures, since 28 March 2023, have you met with the CFMEU?

**ANSWER**

I am advised:

In accordance with the Premier's Memorandum 2015-05, all Ministers publish extracts from their diaries summarising details of scheduled meetings held with stakeholders, external organisations, third-party lobbyists and individuals. Ministers are not required to disclose details of the following meetings:

- meetings involving Ministers, ministerial staff, parliamentarians or government officials (whether from NSW or other jurisdictions)
- meetings that are strictly personal, electorate or party political
- social or public functions or events
- meetings held overseas (which must be disclosed in accordance with regulation 6(1)(b) of the Government Information (Public Access) Regulation 2018 and Attachment B to the Memorandum), and
- matters for which there is an overriding public interest against disclosure.

Ministers' diary disclosures are published quarterly on The Cabinet Office's website (<https://www.nsw.gov.au/departments-and-agencies/the-cabinet-office/access-to-information/ministers-diary-disclosures>)

**ETU membership**

(19) Have you ever been a member of the Electrical Trades Union (ETU)?  
(a) If yes, when?

**ANSWER**

I am advised:

The Constitution (Disclosures by Members) Regulation 1983 (the Regulation) sets out Members' obligations to disclose relevant pecuniary and other interests in periodic returns to Parliament.

Clause 13 of the Regulation relevantly requires the disclosure of the name of each trade union and each professional or business association 'in which he or she held any position' as at specified dates. The Regulation does not require Members to disclose membership of a trade union.

Membership of Unions can be disclosed on a discretionary basis. The Clerk of the Parliaments has confirmed that this view is consistent with guidance provided to Members.

**ETU meetings**

(20) Given ministerial diary disclosures do not include all meetings and provide exceptions to disclosures, since 28 March 2023, have you met with the ETU?

**ANSWER**

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I am advised:

In accordance with Premier's Memorandum M2015-05 Publication of Ministerial Diaries and Release of Overseas Travel Information, all Ministers publish extracts from their diaries summarising details of scheduled meetings held with stakeholders, external organisations, third-party lobbyists and individuals. Ministers are not required to disclose details of the following meetings:

- meetings involving Ministers, ministerial staff, parliamentarians or government officials (whether from NSW or other jurisdictions)
- meetings that are strictly personal, electorate or party political
- social or public functions or events
- meetings held overseas (which must be disclosed in accordance with regulation 6(1)(b) of the Government Information (Public Access) Regulation 2018 and Attachment B to the Memorandum), and
- matters for which there is an overriding public interest against disclosure.

Ministers' diary disclosures are published quarterly on The Cabinet Office's website:

<https://www.nsw.gov.au/departments-and-agencies/the-cabinet-office/access-to-information/ministers-diary-disclosures>.

### Paper shredder

(21) Does your ministerial office have a paper shredder?

#### ANSWER

I am advised:

When the NSW Government was elected in 2023, shredders used by the former Liberal and National Government were left in Ministerial and Parliament offices.

Office equipment is purchased in line with NSW Government procurement rules.

### Ministerial disclosures to The Cabinet Office

(22) On what date did you last update/make a ministerial disclosure to The Cabinet Office?

#### ANSWER

I am advised:

The Ministerial Code of Conduct (Ministerial Code) requires Ministers to make certain disclosures to the Premier and the Secretary of The Cabinet Office.

I comply with my obligations under the Ministerial Code.

### Department(s)/Agency(s) in Portfolio

(23) What department(s)/agency(s) are included in your portfolio?

#### ANSWER

I am advised:

The Cabinet Office publishes a Governance Arrangements Chart containing information about Ministers, NSW Government agencies established under Schedule 1 to the *Government Sector Employment Act 2013* and State Owned Corporations established under Schedule 5 to the *State*



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*Owned Corporations Act 1989*. The Governance Arrangements Chart outlines the agencies in the Premier and Cabinet portfolio.

The Governance Arrangements Chart may be accessed via The Cabinet Office's website at [governance-arrangements-chart-1-Oct-2024.pdf \(nsw.gov.au\)](https://www.nsw.gov.au/governance-arrangements-chart-1-Oct-2024.pdf)

The *Government Sector Employment Act 2013*, and Administrative Arrangements Orders made under Part 7 of the *Constitution Act 1902*, are available on the NSW Legislation website ([www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)).

### Department(s)/Agency(s) Employees

(24) How many senior executive service employees were employed by each Department/agency within your portfolio responsibilities on:

- (a) 28 March 2023?
- (b) 1 July 2023?
- (c) 1 January 2024?
- (d) 1 July 2024?

#### ANSWER

I am advised:  
The number of senior executives is publicly reported within Annual Reports.

(25) How many public servants within your portfolio department(s)/agency(s) were paid more than the Premier in 2023-24?

#### ANSWER

I am advised:  
The remuneration of public service senior executives is published in the respective Department(s)/Agency(s) Annual Reports.

(26) How many redundancies were processed by each Department(s)/agency(s) within your portfolio responsibilities since 28 March 2023?

- (a) Of these redundancies, how many were:
  - i. Voluntary?
  - ii. Forced?
- (b) What was the total cost of all redundancies in each Department/agency within your portfolio responsibilities?

#### ANSWER

I am advised:  
Redundancies are published in the respective Department(s)/Agency(s) Annual Reports under employee related expenses.

### Former Ministerial Employees



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(27) Are there any former employee from your ministerial office now employed by any department/agency within your portfolio responsibilities?

(a) If yes, how many?

**ANSWER**

I am advised:

The employment of former Ministerial office staff is not tracked.

Under the Government Sector Employment Act 2013, the Secretary of a Department exercises the employer functions of the Government in relation to departmental employees. The Secretary is not subject to the direction or control of a Minister in the exercise of those functions. Similarly, the head of a Public Service agency exercises the employer functions of the Government in relation to non-Public Service senior executives of the agency. A head of a Public Service agency is not subject to the direction or control of a Minister in the exercise of those functions.

All NSW government sector employees must comply with the Code of Ethics and Conduct for NSW government sector employees. Employees must also have regard to their relevant agency's code of conduct.

Ministerial office staff must comply with their ethical obligations under the NSW Office Holder's Staff Code of Conduct, including after the cessation of the employment.

**Department(s)/Agency(s) Annual Reports**

(28) In what month will the 2023-24 annual reports for each department / agency in your portfolio be published?

**ANSWER**

I am advised:

The annual report of a reporting GSF agency is to be prepared, submitted and tabled in accordance with requirements under the Government Sector Finance Act 2018 and Treasurer's Direction 23-11.

(29) Will the 2023-24 annual reports for the department / agency in your portfolio include a printed copy?

(a) If yes, how much is budgeted for printing in 2024-25?

**ANSWER**

I am advised:

As per the NSW Treasury Policy and Guidelines – Annual Reporting Requirements TPG23-10, agencies in the portfolio will be providing two printed copies of the annual report (via in house printing) to the Premier for tabling in both houses of Parliament.

**State Records Act**

(30) Have you and your ministerial office had training and/or a briefing about the State Records Act from State Records NSW and/or The Cabinet Office and/or Premier's Department?

(a) If yes, when?

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**ANSWER**

I am advised:

The Ministers' Office Handbook provides guidance in relation to these obligations to assist each Minister's office.

The Premier's Department and The Cabinet Office also provide guidance, advice, training and support on these obligations for all Ministers' offices.

**Consultants**

(31) Since 28 March 2023, how many consultancy contracts have been signed in your portfolio agencies, broken down by agency?

- (a) What was the individual amount of each contract?
- (b) What is the purpose of each contract?
- (c) Who was the contract with?
- (d) Did the contract go through a competitive tender?

**ANSWER**

I am advised:

Consultancy expenditure, including details of consulting engagements over \$50,000, are included in the annual reports of agencies and departments in accordance with the NSW Treasury Policy and Guidelines TPG23-10 - Annual Reporting Requirements.

**Legal Costs**

(32) How much did the Department/agencies within your portfolio responsibilities spend in legal costs since 28 March 2023?

- (a) For what specific purposes or matters was legal advice sought?

**ANSWER**

I am advised:

Legal costs are included in the Other Operating Expenses of an agency's financial statement and further categorised in the note to Other Operating Expenses in accordance with the guidance in TPG24-05 Policy and Guidelines: Financial Reporting Code for NSW General Government Sector Agencies.

**Advertising**

(33) How much has each Department/agency within your portfolio responsibilities spent on advertising or sponsored posts since 28 March 2023 on the following social media platforms:

- (a) Facebook
- (b) Instagram
- (c) LinkedIn
- (d) TikTok
- (e) YouTube
- (f) X (formerly known as Twitter)

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**ANSWER**

I am advised:

Department and agency expenditure is published in Annual Reports and on OpenGov NSW and [data.nsw.gov.au](https://data.nsw.gov.au)

**Catering**

(34) How much of your ministerial budget was spent on catering in 2023-24?

**ANSWER**

I am advised:

Catering provided for official purposes may be funded from the Ministerial office budget.

Catering costs for the period 1 July 2023 to 30 June 2024 will form part of the Premier's Department Agency Annual Report 2023-24.

As Members of Parliament, Ministers have credit facilities extended to them for dining and hospitality at Parliament House. The facilities may be used for business or private purposes.

(35) Was catering used for external stakeholders?

(a) If yes, who were these external stakeholders?

**ANSWER**

I am advised:

Catering provided for official purposes may be funded from the Ministerial office budget. As Members of Parliament, Ministers have credit facilities extended to them for dining and hospitality at Parliament House. The facilities may be used for business or private purposes.

(36) Did any catering costs in 2023-24 include expenditure on alcohol?

**ANSWER**

I am advised:

The NSW Office Holder's Staff Code of Conduct, which is Attachment B to the Ministers' Office Handbook, provides that all office holder staff must use State resources for the effective conduct of public business in a proper manner. Office holder staff must be economical and efficient in the use and management of public resources. The Handbook can be found here:

<https://www.nsw.gov.au/departments-and-agencies/premiers-department/ministers-office-handbook>

**Gin**

(37) Since 28 March 2023, have you or your ministerial office purchased 'gin' using your ministerial budget?

**ANSWER**

I am advised:

The NSW Office Holder's Staff Code of Conduct, which is Attachment B to the Ministers' Office Handbook, provides that all office holder staff must use State resources for the effective conduct of public business in a proper manner. Office holder staff must be economical and efficient in the use and management of public resources.

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The Handbook can be found here: <https://www.nsw.gov.au/departments-and-agencies/premiers-department/ministers-office-handbook>.

**Stationery**

(38) How much of your ministerial budget was spent on stationery in 2023-24?

**ANSWER**

I am advised:

Spending on office stationery is in accordance with standard procurement arrangements. The costs of stationery are contained within the Premier's Department Annual Report.

(39) Did your stationery expenditure include gifts for external stakeholders?

(a) If yes, what was the gift(s)?

(b) If yes, who received the gift(s)?

**ANSWER**

I am advised:

The Ministers' Office Handbook outlines that the decision to present a gift is at the discretion of the Minister, having regard to both appropriateness and economy. Gifts may be appropriate, for example, where given as a memento of an official visit or as a small token of appreciation.

However, gifts should not be given with the purpose, or in circumstances where they could be perceived as having the purpose, of inducing favourable treatment.

Gifts may be purchased as needed on an occasional basis or purchased and stored for future use. Gifts need to be purchased in accordance with NSW Government procurement policy.

**Ministerial Vehicles and Driving Offences**

(40) Since 28 March 2023, have you personally driven your ministerial vehicle?

**ANSWER**

I am advised:

Ministers, the Leader of the Opposition, other nominated public office holders, and certain former office holders are provided with official cars and drivers.

Office holders may drive themselves whenever they choose. Cars should be driven only by the office holder, officially employed drivers, the office holder's spouse or approved relative and any other person authorised by the office holder in those circumstances considered to be appropriate.

(41) As a driver since 28 March 2023:

(a) Have you been pulled over by the NSW Police Force?

(b) Have you been fined for speeding?

(c) Have you been fined for school zone related offence?

(d) Have you been fined for red light related offence?

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- (e) Have you been involved in an accident that included the NSW Police attending the scene?  
i. If yes to (a) to (e), did this include whilst driving your ministerial vehicle?

**ANSWER**

I am advised:

Ministers, like all members of the community are subject to the laws of New South Wales, including Road Rules 2014.

Where a fine is incurred, the payment of the fine is the responsibility of the driver of the vehicle.

### Speeches

- (42) Does your portfolio department(s) / agency(s) draft and write speeches for you?

**ANSWER**

I am advised:

Department and agency staff may contribute to factual information for speaking notes as part of their duties in line with longstanding practices in place under successive governments.

- (43) How many public servants have undertaken writing speeches in your portfolio department(s) / agency(s)?

**ANSWER**

I am advised:

Department and agency staff may contribute to factual information for speaking notes as part of their duties in line with longstanding practices in place under successive governments.

### Ministerial Staff – Local Government Councillors

- (44) As at 30 June 2024, how many of your ministerial staff were local government councillors?

**ANSWER**

I am advised:

Ministerial staff are employed by Ministers, on behalf of the State, in their capacity as "political office holders" under Part 2 of the Members of Parliament Staff Act 2013 (Act).

All Ministerial staff are required to comply with the NSW Office Holder's Staff Code of Conduct, including obligations to seek approval for secondary employment, and to take reasonable steps to avoid, and in all cases disclose, any actual or potential conflicts of interest (real or apparent).

- (45) What local government(s) did they serve?

**ANSWER**

I am advised:

Ministerial staff are employed by Ministers, on behalf of the State, in their capacity as "political office holders" under Part 2 of the Members of Parliament Staff Act 2013 (Act).

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All Ministerial staff are required to comply with the NSW Office Holder's Staff Code of Conduct, including obligations to seek approval for secondary employment, and to take reasonable steps to avoid, and in all cases disclose, any actual or potential conflicts of interest (real or apparent).

#### Ministerial Advisers

(46) How many staff members were employed in your ministerial office in 2023-24 FY?

##### ANSWER

I am advised:

Ministerial Staffing numbers are proactively published on the NSW website -

<https://www.nsw.gov.au/departments-and-agencies/premiers-department/access-to-information/premier-and-ministers-staff-numbers>.

(47) What is the average salary for staff members in your ministerial office in 2023-24 FY?

##### ANSWER

I am advised:

Ministerial Staffing information is proactively published on the NSW website -

<https://www.nsw.gov.au/departments-and-agencies/premiers-department/access-to-information/premier-and-ministers-staff-numbers>.

#### Police Commissioner Gin

(48) Have you received gin from the Police Commissioner?

##### ANSWER

I am advised:

No.

#### Cabinet Sub Committees

(49) What cabinet sub committees are you a member of?

##### ANSWER

I am advised:

Details of individual Cabinet committee members and the work of Cabinet committees are not generally made public. This reflects the longstanding Cabinet conventions of confidentiality and collective Ministerial responsibility, which are central to the Westminster system of government.

The NSW Cabinet Practice Manual is publicly available on the NSW Government website ([www.nsw.gov.au](http://www.nsw.gov.au)) and provides information on operation of Cabinet and committees in NSW.

#### E-Toll

(50) Does your ministerial vehicle have an E-Toll?

(a) If yes, is expenditure paid by your by your ministerial budget?

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**ANSWER**

I am advised:

Ministers, the Leader of the Opposition, other nominated public office holders, and certain former office holders are provided with official cars and drivers. All costs associated with these vehicles need to be paid from the relevant approved budget.

Costs for e-tolls form part of the Premier's Department Annual Report.

**Department(s)/Agency(s) Gifts and Hospitality Register**

(51) Does your portfolio department(s)/agency(s) have a gifts and/or hospitality register?

(a) If yes, is it available online?

i. If yes, what is the URL?

**ANSWER**

Department of Education: Individual schools and department business units maintain local workplace registers for all staff declarations. For declarations made by PSSE and Nominated Employees, the Chief Risk Office collects and collates declarations into central register. This register is available on the department's website at <https://education.nsw.gov.au/rights-and-accountability/corruption-prevention>.

TAFE NSW: TAFE NSW's Integrity Unit manages a central online Gifts and Benefits register for all TAFE NSW staff. It is not available publicly.

This is in line with Public Service Commissioner Direction No 1 of 2022 - Managing Gifts and Benefits.

**Workplace complaints**

(52) Have you been the subject of any workplace complaints, including bullying, harassment, and sexual harassment since 28 March 2023?

**ANSWER**

I am advised:

Any complaint or disclosure made under the Respectful Workplace Policy is confidential. The Respectful Workplace Policy applies to all Ministerial Offices and staff. As noted in the Goward review, a key aspect of effective workplace complaint policies is confidentiality in the complaint and investigation process. Confidentiality ensures that staff feel safe about raising concerns and confident that action will be taken in response.

(53) Has any member of your ministerial staff been the subject of any workplace complaints, including bullying, harassment, and sexual harassment since 28 March 2023?

**ANSWER**

I am advised:

Any complaint or disclosure made under the Respectful Workplace Policy is confidential. The Respectful Workplace Policy applies to all Ministerial Offices and staff. As noted in the Goward review, a key aspect of effective workplace complaint policies is confidentiality in the complaint and investigation process. Confidentiality ensures that staff feel safe about raising concerns and confident that action will be taken in response.



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Minister for Skills, TAFE and Tertiary Education

**Ministerial staff disclosure of gifts and/or hospitality**

(54) Does your ministerial office keep a register of gifts and/or hospitality for staff to make disclosures?

**ANSWER**

I am advised:

All Ministerial staff are required to comply with the Gifts, Hospitality and Benefits Policy for Office Holder Staff attached to the Ministers' Office Handbook and available on the NSW Government website.

(55) Have any staff members in your office been the recipient of any free hospitality?

(a) What was the total value of the hospitality received?

(b) Are these gifts of hospitality declared?

**ANSWER**

I am advised:

All Ministerial staff are required to comply with their disclosure obligations under the Gifts, Hospitality and Benefits Policy for Office Holder Staff and I expect them to do so.

A breach of the Policy may be a breach of the Office Holder's Staff Code of Conduct. The Policy includes disclosure obligations for Ministerial staff in respect of gifts, hospitality and benefits over \$150.

If a Ministerial staff member is required by their role to accompany their Office Holder at an event that the Office Holder is attending as the State's representative, or where the Office Holder has asked the staff member to attend, then attendance at that event would not constitute a gift or benefit for the purposes of the Policy.

**Ministerial Code of Conduct**

(56) Since 28 March 2023, have you breached the Ministerial Code of Conduct?

(a) If yes, what was the breach?

**ANSWER**

I am advised:

All Ministers are expected to comply with their obligations under the NSW Ministerial Code of Conduct (Ministerial Code) at all times.

The Ministerial Code sets the ethical standards of behaviour required of Ministers and establishes practices and procedures to assist with compliance.

Among other matters, the Ministerial Code requires Ministers to:

- disclose their pecuniary interests and those of their immediate family members to the Premier
- seek rulings from the Premier if they wish to hold shares, directorships, other business interests or engage in secondary employment (known as 'prohibited interests')
- identify, avoid, disclose and manage conflicts of interest
- disclose gifts and hospitality with a market value over \$500.

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- A substantial breach of the Ministerial Code (including a knowing breach of any provision of the Schedule) may constitute corrupt conduct for the purposes of the Independent Commission Against Corruption Act 1988.

#### Credit Cards

(57) Have you ever been issued with a credit card by a NSW Government department(s) and/or agency(s) since 28 March 2023?

(a) If yes, under what circumstance?

(b) If yes, what items and expenditure was undertaken?

#### ANSWER

I am advised:

Ministers and Ministerial Staff are not eligible to receive Departmental credit cards except in the case of overseas travel. In cases of overseas travel short-term cards will be issued and returned at the completion of official travel together with a travel diary for fringe benefit tax purposes.

Where an NSW Government-issued credit card is provided the credit card must only be used for official overseas business trips and official business purposes, this includes for transport to/from the airport when departing/returning from the trip. NSW Government-issued credit cards for official business trips overseas will be held with government contract bankers and used within credit limits imposed. Credit cards are a useful means of expenditure control, but their use should never be for personal purposes.

Costs associated with overseas travel are published on the NSW Government website in line with M2015-05.

(58) For each department, agency and/or other body in the Minister's portfolio please report:

(a) How many credit cards are currently on issue for staff? (Please provide a break-down of this information by grade)

(b) What was the value of the largest reported purchase on a credit card for the last year?

(c) What was each largest reported purchase for?

(d) What was the largest amount outstanding on a single card at the end of a payment period?

(e) And what was the card holder's employment grade?

(f) How many credit cards have been reported lost or stolen?

(g) What was the cost to replace them?

(h) How many credit card purchases were deemed to be illegitimate or contrary to agency policy?

i. How many purchases were asked to be repaid on the basis that they were illegitimate or contrary to agency policy and what was the total value thereof?

ii. Were all those amounts repaid?

(i) Are any credit cards currently on issue connected to rewards schemes?

i. Do staff receive any personal benefit as a result of those reward schemes?

ii. Can a copy of the staff credit card policy please be provided?

#### ANSWER

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I am advised:

The use and management of purchasing (credit) cards for official purposes is in accordance with standard procurement arrangements of the NSW Government. Further, each Department / Agency within the portfolio have a specified policy, excerpts are attached.

#### Department(s)/agency(s) desk or office

(59) Do you have a desk or office in your portfolio department(s)/agency(s) building(s)?

##### ANSWER

I am advised:

I make use of an office in 52 Martin Place, NSW Parliament and my Electorate office.

When travelling, Ministers may make ad hoc arrangements to work for periods in departmental offices.

#### Senior Executive Drivers

(60) How many senior executives in your portfolio department(s) / agency(s) have a driver?

##### ANSWER

I am advised:

No senior executives employed by the Department of Education or TAFE NSW have a driver.

#### Mobile phones

(61) How many mobile phones has your ministerial office been allocated as at 1 July 2024?

##### ANSWER

I am advised:

Ministers' Staff Acceptable Use of Communication Devices Policy provides guidance on the use, loss, theft, and return of communication devices provided for business purposes.

Minister's staff may use mobile telephones for business and (reasonable use) private purposes.

Under the current mobile plans all local and Australia-wide calls to land lines/mobiles and texts are included in the plan. Premium service calls, international calls and global roaming services are outside of the plan and may be still chargeable based on the principles below.

Ministers' staff mobile phone charges are paid from the Ministers' office budget except for the items listed below, which need to be paid as a private expense:

- Personal international calls from within Australia
- Personal travel related global roaming charges
- Personal premium number service calls

Any personal calls which are outside the plan need to be declared and paid for monthly. Declarations are not required otherwise.

The purchasing of technology items is in accordance with standard procurement arrangements. The costs form part of the Premier's Department Annual report.

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(62) How many mobile phones in your ministerial office have been lost or stolen since 28 March 2023?

**ANSWER**

I am advised:

Ministers' Staff Acceptable Use of Communication Devices Policy provides guidance on the use, loss, theft, and return of communication devices provided for business purposes.

Minister's staff may use mobile telephones for business and (reasonable use) private purposes.

Under the current mobile plans all local and Australia-wide calls to land lines/mobiles and texts are included in the plan. Premium service calls, international calls and global roaming services are outside of the plan and may be still chargeable based on the principles below.

Ministers' staff mobile phone charges are paid from the Ministers' office budget except for the items listed below, which need to be paid as a private expense:

- Personal international calls from within Australia
- Personal travel related global roaming charges
- Personal premium number service calls

Any personal calls which are outside the plan need to be declared and paid for monthly.

Declarations are not required otherwise.

The purchasing of technology items is in accordance with standard procurement arrangements.

The costs for form part of the Premier's Department Annual report.

**Efficiency dividends**

(63) Was an efficiency dividend applied to your portfolio department(s) / agency(s) within your portfolio responsibilities in:

(a) 2023-24?

(b) 2024-25?

i. If so, what was the efficiency dividend applied to each department/agency?

ii. What measures are being considered to achieve this efficiency dividend?

**ANSWER**

I am advised:

The budget papers include detailed information on budgeted expenses, revenue and capital expenditure. This includes detailed financial statements for individual agencies as well as for government as a whole. The budget papers also outline the financial impact of measures in the budget on individual portfolios as well as for government as a whole.

**GIPA Applications / Standing Order 52 – Ministerial Office**

(64) Does your ministerial office have staff member(s) to undertake Government Information (Public Access) Act application(s) and/or Standing Order 52 requests?

(a) If yes, has that ministerial staffer(s) received formal training about their legal obligations?

**ANSWER**

I am advised:

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The Cabinet Office provides training for Ministerial staff on their obligations under the Government Information (Public Access) Act 2009 (GIPA Act) and the requirements for responding to orders for papers under Standing Order 52 of the Legislative Council.

(65) How many GIPA Applications have been received by your ministerial office since 28 March 2023?

**ANSWER**

I am advised:

Information concerning the obligations of a Minister's office as an agency under the Government Information (Public Access) Act 2009 (the Act) is required to be submitted to the Attorney General in accordance with section 125(2) of the Act.

The information is included in the annual report of the Department of Communities and Justice in accordance with sections 125(3) and (5) of the Act.

**Land audit – Department(s)/Agency(s)**

(66) Has your portfolio department(s)/agency(s) undertaken a land audit of surplus government property in any of the following postcodes:

- (a) 2077?
- (b) 2079?
- (c) 2080?
- (d) 2081?
- (e) 2082?
- (f) 2083?
- (g) 2117?
- (h) 2118?
- (i) 2119?
- (j) 2120?
- (k) 2121?
- (l) 2125?
- (m) 2126?
- (n) 2151?
- (o) 2154?
- (p) 2156?
- (q) 2157?
- (r) 2158?
- (s) 2159?
- (t) 2756?
- (u) 2775?

i. If yes to (a) to (u), how many properties have been identified?

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**ANSWER**

I am advised:

The NSW Government has been conducting an audit of government land to identify surplus sites that are suitable for social, affordable or market housing.

The locations of an initial set of 44 sites identified by the audit will be made public over the coming weeks and months as they are transferred to housing delivery agencies or brought to market.

**GIPA Applications – Department(s)/Agency(s)**

(67) Since 28 March 2023, have you and/or your ministerial office given instructions to your portfolio department(s)/agency(s) in relation to Government Information (Public Access) Act application(s)?

**ANSWER**

I am advised:

The Government Information (Public Access) Act 2009 provides that agencies are not subject to the direction or control of any Minister in the exercise of the agency's functions in dealing with a particular access application under the Act (subsection 9(2)). The Act also contains offences prohibiting agency officers from acting unlawfully, and prohibiting persons from directing agencies to make an unlawful decision in relation to an access application (sections 116 and 117 of the Act).

It is, however, generally appropriate for agencies to inform the responsible Minister where documents are to be released under the Act, for the Minister's information.

**Department(s)/Agency(s) Travel**

(68) As Minister, do you approve overseas travel for public servants in your portfolio department(s) / Agency(s)?

(a) If yes, how many overseas trips have you approved since 28 March 2023?

**ANSWER**

I am advised:

The NSW Government Travel and Transport Policy provides a framework for NSW Government travelling employees and covers official air and land travel by public officials using public money.

Section 2.1 of that Policy sets out approvals required in relation to overseas travel. Further information in relation to the Policy can be found here: <https://www.info.buy.nsw.gov.au/policy-library/policies/travel-and-transport-policy>.

NSW Treasury Policy and Guidelines – Annual Reporting Requirements (TPG-10) requires agencies to include information on overseas visits by officers and employees in agency annual reports. Information for the period prior to 30 June 2023 is available in agencies' 2022-23 annual reports. Information for the period between 1 July 2023 and 30 June 2024 will be available in agencies' 2023-24 annual reports.

(69) Since 28 March 2023, how much has been spent on charter air flights by your portfolio agencies, broken down by agency?

**ANSWER**

I am advised:

Charter air flights are contained within the travel costs category in the Other Operating Expenses note of the audited financial statements within the Department / Agency's Annual Report. This is in accordance with the Treasury Direction TD23-11 Annual reporting requirements.

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The travel costs for the period prior to 30 June 2023 form part of the Department of Premier and Cabinet / Agency Annual Report 2022-23.

Travel costs for the period 1 July 2023 to 30 June 2024 will form part of the Department / Agency Annual Report 2023-24.

(70) Since 28 March 2023, how much has been spent on domestic flights by your portfolio agencies, broken down by agency?

(a) Of these, how many flights were taken in business class?

**ANSWER**

I am advised:

Domestic travel is contained within the travel costs category in the Other Operating Expenses note of the audited financial statements within the Department / Agency's Annual Report. This is in accordance with the Treasury Direction TD23-11 Annual reporting requirements.

The travel costs for the period prior to 30 June 2023 form part of the Department of Premier and Cabinet / Agency Annual Report 2022-23.

Travel costs for the period 1 July 2023 to 30 June 2024 will form part of the Department / Agency Annual Report 2023-24.

Official travel is taken in accordance with the NSW government travel policy.

(71) Since 28 March 2023, how much has been spent on international flights by your portfolio agencies, broken down by agency?

(a) Of these, how many flights were taken in business class?

(b) Of these, how many flights were taken in first class?

**ANSWER**

I am advised:

The NSW Government Travel and Transport Policy provides a framework for all NSW Government travelling employees and covers all official air and land travel by public officials using public money. Further information in relation to the Policy can be found here:

<https://www.info.buy.nsw.gov.au/policy-library/policies/travel-and-transport-policy>

The travel costs for the period prior to 30 June 2023 form part of the Department of Premier and Cabinet / Agency Annual Report 2022-23.

Travel costs for the period 1 July 2023 to 30 June 2024 will form part of the Department / Agency Annual Report 2023-24.

(72) What was the total expenditure since 28 March 2023 by each Department/agency within your portfolio responsibilities on:

(a) Taxi hire?

(b) Ridesharing services?

(c) Limousine/private car hire?

(d) Hire car rental?



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#### ANSWER

I am advised:

The items are contained within the travel costs category in the Other Operating Expenses note of the audited financial statements within the Department / Agency's Annual Report.

This is in accordance with the Treasury Direction TD23-11 Annual reporting requirements.

The travel costs for the period prior to 30 June 2023 form part of the Department of Premier and Cabinet / Agency Annual Report 2022-23.

Travel costs for the period 1 July 2023 to 30 June 2024 will form part of the Department / Agency Annual Report 2023-24.

#### TikTok

(73) Are you on TikTok?

(a) If yes, do you access TikTok from a NSW Government device?

#### ANSWER

I am advised:

The Circular DCS-2023-01 Cyber Security NSW Directive - Protecting NSW Government information on government-issued devices sets out how NSW Government agencies are to manage the risk of using TikTok.

More information is available at: <https://arp.nsw.gov.au/dcs-2023-01-cyber-security-nsw-directive-protecting-nsw-government-information-on-government-issued-devices/>.

#### Signal

(74) Are you on Signal?

(a) If yes, do you access Signal from a NSW Government device?

#### ANSWER

I am advised:

Like the former Coalition Government, a range of communications are used by the NSW Government.

I comply with the State Records Act 1998 and I expect all staff members to comply with their obligations under the State Records Act 1998.

#### Training

(75) Since 28 March 2023, have you had training from an external stakeholder that included an invoice and payment paid for using your ministerial budget?

(a) If yes, what is the description of training?

(b) If yes, how much?

#### ANSWER

I am advised:

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Ministers have undertaken a program of Ministerial induction training. Ministers have undertaken Respectful Workplace Policy Training.

Members of Parliament are provided with a Skills Development Allowance that may be used in a manner consistent with the Parliamentary Remuneration Tribunal Annual Determination.

**Cabinet documents**

(76) Since 28 March 2023, have you shared Cabinet documents with your Parliamentary Secretary?

**ANSWER**

I am advised:

The conventions and practice for access to Cabinet documents are outlined in Premier's Memorandum M2006-08 - Maintaining Confidentiality of Cabinet Documents and Other Cabinet Conventions (M2006-8).

M2006-08 provides that the unauthorised and/or premature disclosure of Cabinet documents undermines collective ministerial responsibility and the convention of Cabinet confidentiality. It is essential that the confidentiality of Cabinet documents is maintained to enable full and frank discussions to be had prior to Cabinet making decisions.

**Parliamentary Secretary**

(77) Does your Parliamentary Secretary have pass access to your ministerial office?

**ANSWER**

I am advised:

Security passes for the parliamentary precinct and 52 Martin Place are required to be issued in accordance with the Parliament House Security Pass Policy and 52 Martin Place security procedures and the associated Privacy and Surveillance Statement.

(78) Does your Parliamentary Secretary have a desk in your ministerial office?

**ANSWER**

I am advised:

No.

**Website usage**

(79) What were the top 20 most utilised (by data sent and receive unique domain names accessed by your ministerial office since 28 March 2023)?

**ANSWER**

I am advised:

All acceptable use of IT services must be lawful, appropriate, and ethical.

The Ministers' Staff Acceptable Use of Network Services Policy is available in the Ministers' Office Handbook.

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(80) What were the top 20 most accessed (by number of times accessed) unique domain names accessed by your ministerial office since 28 March 2023?

**ANSWER**

I am advised:

All acceptable use of IT services must be lawful, appropriate, and ethical.

The Ministers' Staff Acceptable Use of Network Services Policy is available in the Ministers' Office Handbook.

**Ministerial visits**

(81) Since 28 March 2023, have you visited any of these postcodes:

(a) 2077?

(b) 2079?

(c) 2080?

(d) 2081?

(e) 2082?

(f) 2083?

(g) 2117?

(h) 2118?

(i) 2119?

(j) 2120?

(k) 2121?

(l) 2125?

(m) 2126?

(n) 2151?

(o) 2154?

(p) 2156?

(q) 2157?

(r) 2158?

(s) 2159?

(t) 2756?

(u) 2775?

i. If yes to (a) to (u):

1. What was the purpose of the visit(s)?

2. Did you make a funding announcement(s)?

**ANSWER**

I am advised:

Ministers' diary disclosures are publicly available.

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Premier's and Ministers' domestic travel information is published on the Premier's Department's website at: <https://www.nsw.gov.au/departments-and-agencies/premiers-department/access-to-information/premier-and-ministers-domestic-travel>.

#### Hard hats and/or vests

(82) Do you have a hard hat and/or vest for visiting infrastructure sites?

(a) If yes, was it paid from your ministerial budget?

#### ANSWER

I am advised:

Ministers are to comply with the appropriate use of personal protective equipment as per Work Health and Safety Regulation 2017.

The NSW Office Holder's Staff Code of Conduct, which is Attachment B to the Ministers' Office Handbook, provides that all office holder staff must use State resources for the effective conduct of public business in a proper manner. Office holder staff must be economical and efficient in the use and management of public resources. State resources are not to be subject to wasteful or extravagant use.

#### Camera, video recorder and microphones

(83) Does your ministerial office have the following paid by your ministerial budget:

(a) Handheld camera?

(b) Handheld video recorder?

(c) Microphone?

i. If yes to (a) to (c), how much is each worth when purchased?

#### ANSWER

I am advised:

Ministers' Staff Acceptable Use of Communication Devices Policy provides guidance on the use, loss, theft, and return of communication devices provided for business purposes.

The purchasing of technology items is in accordance with standard procurement arrangements. The costs form part of the Premier's Department Annual Report.

#### Media releases and statements

(84) Are all the ministerial media releases and statements issued by you publicly available at <https://www.nsw.gov.au/media-releases>?

(a) If no, why?

#### ANSWER

I am advised:

The Department of Customer Service (DCS) is responsible for managing [www.nsw.gov.au/media-releases](https://www.nsw.gov.au/media-releases) and the publication of media releases.

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Minister for Skills, TAFE and Tertiary Education

A NSW Government website - Education

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 Staff only

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**Last updated**  
20/06/2024

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**Policy statement**

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**Implementation date**  
20/06/2024

**Reference number**  
PD-2020-0472-11-V01.0.0

**Publicly available**  
No

**Policy cluster**  
Finance

## Purchasing cards (Pcard)

Print
 Give feedback

Direction and guidance on the use of purchasing cards (PCards) – the preferred payment method for goods and services in the department – to ensure the efficient, economical, and ethical use of public resources, and to maintain standards of transparency, probity, ethics and integrity, in line with NSW Government policy.

**Audience**

School and education support staff (excluding contractors and consultants), authorised delegates under the *Government Sector Finance Act 2018* and finance managers in schools and business units.

**Changes since previous update**

Version	Date	Description of changes	Approved by
V01.0.0	20/06/2024	Under the 2023 Policy and procedure review program, new policy document with consolidated instructions previously provided in Purchasing card policy and Purchasing card guidelines. Updated instructions to make compliance requirements easier to understand and apply.	Executive Director, Shared Services

## About the policy

**Policy requirements**

These procedures relate to section 1.5 of the [Financial management policy](#):

- ‘Department purchasing cards must be used in line with the department’s Purchasing cards procedures and delegations.’

For specific information on financial delegations under the *Government Sector Finance Act 2018*, refer to [Financial delegations under the GSF Act](#).

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Minister for Skills, TAFE and Tertiary Education



POLICY

**Purchasing Card (Pcard) and General Expense Policy**

Approved by: Chief Corporate Services Officer

Content Manager Number: WDFSG17204

Approval Date: 1 July 2023

Review Date: 1 July 2024

**1. Purpose**

This policy governs the use of Pcards as a flexible, efficient, and cost-effective method for purchasing business-related goods and services. The policy also governs the use of General Expense reimbursements facilitated through the SAP system.

All values in this policy are GST exclusive.

**2. Scope**

The policy applies to all TAFE NSW employees purchasing non-contracted goods or services under \$10,000. This includes employees issued with a Pcard or those who claim reimbursement of General Expenses. It also applies to the Line Managers of those claiming an expense, and others with a role to prepare, review or approve related transactions. Contractors do not have the authority to hold Pcards within NSW Government agencies or to claim General Expenses.

**3. Policy****3.1 General Principles**

- a. Pcards and General Expense reimbursements must be used efficiently, economically, and with regard to the TAFE NSW Procurement Policy principles and the TAFE NSW Code of Conduct.
- b. Pcards are only to be used to address a genuine business need.
- c. Pcard is the preferred means to purchase goods and services under \$10,000 that are not available on a TAFE NSW contract or catalogue. Where catalogues or contracts are available, these must be used in the first instance. General Expense reimbursements are capped at \$100.
- d. Cardholders must agree to take personal accountability for the safekeeping of their Pcard and for all related expenditures.
- e. Appropriate receipts must support all transactions to allow for evidence-based approvals in the TAFE Checkout-Concur Expense Management System (Checkout-Concur EMS) for Pcard transactions or in the SAP system for General Expense reimbursement claims.
- f. Buyers must acquit and reconcile Pcard expenses or General Expense reimbursement claims within specified timelines (refer to [s3.6 Conditions of Use](#)).