

**Senate Finance and Public Administration Legislation Committee**

**Additional Estimates - May 2013**

**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Education expenses

**Senator:** Ryan

**Question reference number:** QoN 98

**Type of Question:** Written

**Date set by the committee for the return of answer:** 12 July 2013

**Number of Pages:** 1

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

For this financial year to date, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the total cost, cost per participant, the employment classification of each participant, how many participants and the amount of study leave granted to each participant (provide a breakdown for each employment classification). Also include the reason for the study and how it is beneficial for the department/agency.

**Answer:**

The Office's guidelines on study are covered under the following policies:

- Performance Framework
- Learning and Development
- Studies Assistance Program

For this FYTD (as at 31 May 2013) the Office has paid for nil formal qualification courses.