



Department of  
Education & Training

Office of the Secretary

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Rec'd 18/11

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The Hon. Mr Edward O'Donohue MLC  
Chair, Standing Committee on Legal and Social Issues  
Parliament House  
Spring Street  
East Melbourne VIC 3000

Dear Mr O'Donohue,

On 21 July 2015, I gave evidence before the Legal and Social Issues Committee regarding the process, cost and effectiveness of any changes for the Department of Education and Training that resulted from machinery of government changes following the November 2014 election.

I would like to provide answers to the following questions that I took on notice:

- Calculation of costs associated with replacement stationery
- Frequency of condition audits for Victorian Government schools
- Engagement of Bevington Consulting to 'understand the role of senior advisors'

**Calculation of costs associated with replacement stationery**

The Hon. Mr Gordon Rich-Phillips MLC sought clarification of the calculation of costs associated with replacement stationery. I would like to provide further detail about the calculation of \$10,200.

The Department of Education and Training manages pre-printed stationery prudently, particularly in preparation for potential Machinery of Government changes. Administration staff consciously refrain from ordering items too far in advance to mitigate the impact of any staff movements. Further, as stated in my evidence, staff actively attempt to minimise waste by reusing redundant stock of stationery for other purposes such as internal mail or notepads.

To calculate the cost staff worked with our stationery provider, Finsbury Green, to analyse ordering patterns over the previous 12 months. An estimate was then made of redundant stock and the number of supernumerary orders following the change of government.

### **Frequency of condition audits for Victorian Government schools**

The Hon. Mrs Inga Peulich MLC asked about the regularity of audits of schools' maintenance needs, specifically the frequency of the audit process.

The most recent condition audit of Victorian Government schools was undertaken in 2012. The program of work resulting from the condition audit findings is ongoing. On 10 July 2015 the Minister for Education noted the Department's response and approved the list of 153 schools identified for the 2015—16 Planned Maintenance Program.

### **Engagement of Bevington Consulting to 'understand the role of senior advisors'**

The Hon. Mr Gordon Rich-Phillips MLC sought clarification of the purpose of the engagement of Bevington Consulting Pty Ltd for six-week project to understand the role of senior advisors.

The project was commissioned as an input to a broader strategic program of work called *Strengthening Regional Relationships and Support*.

The Bevington Group was selected through a Request for Quote process undertaken by the Regional Services Group to review the regionally-based Senior Advisor roles and develop options for alternative models of support to schools. The final report was presented to the Regional Services Group executive team on 31 July 2015. This was not related to any Machinery of Government changes.

The Department is committed to transparency and cooperation with the Committee. Please let me know if there is any further clarification you require.

Yours sincerely



**Gill Callister**  
Secretary

8/9/2015