

## Portfolio Body Input to Portfolio-wide Question on Notice (QoN 373) – Budget Estimates 2013-14

### QoN No: 373 – Financial year to date from 1 July 2012 to 31 May 2013

**QoN:** 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.

### Portfolio Bodies

#### Aboriginal Hostels Limited

Education Expenses (in house courses and tertiary studies)	No of participants	Classifications of participants	Total cost of training (GST excl)	Average hours per participant spent at training	Average cost per participant (GST excl)
Information Technology & Records Management	23		21,596	14	938
Work Health & Safety	162		131,768	22	813
Leadership & Management	5		2,400	7.5	480
People Management	32		11,690	3	365
Communication & Writing	10		5,900	7.5	590
Financial Management & Budgeting	5		3,175	7.5	635
Events Seminars & Conferences	8		8,300	22.5	1,037
External Training	15		22,795	22	1,520
Project Management	7		13,503	13	1,929
<b>Totals</b>	<b>267</b>		<b>221,127</b>	<b>13.2</b>	<b>\$828</b>

**Portfolio Body Input to Portfolio-wide Question on Notice (QoN 373) – Budget Estimates 2013-14**

**Anindilyakwa Land Council**

<b>Education Expenses (in house courses and tertiary studies)</b>	<b>No of participants</b>	<b>Classification of Participants</b>	<b>Total cost of training (GST excl)</b>	<b>Average hours per participant spent at training</b>	<b>Average cost per participant (GST excl)</b>
Work Health and Safety	50	All	\$5000	5	\$100
Policy Development	20	All	In House	2	0
Financial Literacy Training	20	EL	\$30,000	14	\$1,500
Conferences	5	EL	\$5,000	80	\$1,000
Cert IV in Conservation and Land Management (ongoing)	2	All	\$6,825	35	\$3,412.5
Automotive	2		\$330	20	\$165
Outboard motor service & maintenance training	1	AO7	\$3,140	8	\$3,140
Boat Licence	4		\$7,000	8	\$1,750
Certificate III Fishing Compliance Training	1		\$2,000	35	\$2,000
Numeracy & Literacy	10	AO2	\$15,000	35	\$1,500
Coxswains	7	All	\$20,000	140	\$2,857.14
<b>Totals</b>	<b>122</b>		<b>\$94,295</b>		<b>\$772.90</b>

## Portfolio Body Input to Portfolio-wide Question on Notice (QoN 373) – Budget Estimates 2013-14

### Australian Institute of Family Studies

In order to respond to the level of detail requested in the Question on Notice, in particular the detail with respect to the employment classification of each participant, the Institute would be required to allocate extensive resources to gather this information. The Institute has however gathered the other information as requested and this is set out in the table below. Education and study activities are considered in light of strategic and operational requirements, staff skills and expertise and individual performance development plans.

<b>Education Expenses</b> (in house courses and tertiary studies)	<b>No of participants</b>	<b>Classifications of participants</b>	<b>Total cost of training</b> (GST excl)	<b>Average hours per participant spent at training</b>	<b>Average cost per participant</b> (GST excl)
Communications	12		\$4,574.08	7.5	\$381.17
Finance	78		\$6,471.21	3	\$82.96
IT	2		\$445.45	5	\$222.73
OH&S	2		\$1,828.64	26.5	\$914.32
People Management	11		\$6,277.28	8	\$570.66
Research - Technical	12		\$10,040.27	18.75	\$836.69
Security	7		\$10,585.00	24.5	\$1,512.14
Project Management	1		\$1,999.00	15	\$1,999.00
Tertiary Studies	3		\$2,041.36	37.8	\$680.45
<b>Totals</b>	<b>128</b>		<b>\$44,262.29</b>	<b>6.66</b>	<b>\$345.80</b>
<b>Reason for Study and How it is Beneficial for the Agency</b>					
Education and study activities are considered in light of strategic and operational requirement, staff skills and expertise and individual performance development plans.					

**Portfolio Body Input to Portfolio-wide Question on Notice (QoN 373) – Budget Estimates 2013-14**

**Central Land Council**

<b>Education Expenses</b> (in house courses and tertiary studies)	<b>No of participants</b>	<b>Classifications of participants***</b>	<b>Total cost of training (GST excl)*</b>	<b>Total Hours spent at training **</b>	<b>Average hours per participant spent at training**</b>	<b>Average cost per participant (GST excl)</b>
Communication & Writing	73		\$8,555	1,458	19.97	\$117.19
Diversity	39		\$144,460	1,305	33.45	\$3,704.10
Financial Management & Budgeting	14		\$2,385	73	5.20	\$170.36
IT Systems Training & Records Managements	70		\$13,313	463	6.61	\$190.19
OH&S	191		\$22,727	1,036	5.42	\$118.99
Leadership	3		\$0			\$0
People Management	14		\$12,831	135	9.64	\$916.50
Governance, Risk & Compliance						
Policy Development						
Program Management	355		\$3,080	789	2.22	\$8.68
New Starters	54		\$0	1,048	19.41	\$0
Stakeholder Engagement						
Contract Management						
Events, Seminars & Conferences	25		\$12,313	518	20.70	\$492.52
<b>Totals</b>	<b>838</b>		<b>\$219,664</b>			<b>\$262.13</b>

\* Note: Cost for courses relating to Ranger Program not easily accessible and have been recorded as \$0 as many are provided free of charge.

\*\* Note: training hours not supplied in every occasion.

\*\*\* Data not readily available.

It is not practical to record the benefit to the CLC for all courses as each provides a different benefit not dependant on category.

## Portfolio Body Input to Portfolio-wide Question on Notice (QoN 373) – Budget Estimates 2013-14

### Indigenous Business Australia

Indigenous Business Australia's data sets are not directly aligned to the requested data parameters however for the FY 2012-13 to date (as at 30 May 2013), IBA's aggregated education expenses, including study assistance and training courses, was \$441,839.

This figure does not include on the job development opportunities which generally constitutes a significant majority of employees' learning (estimated to be in the order of 70 per cent).

Learning and development activities conducted by IBA focus on improving key business outcomes, cultural capability, core skills, and management and leadership skills of staff. These activities include:

- Induction training
- OH&S training
- Cultural awareness training and immersion activities
- Core skills training; such as writing skills, communicating with influence, customer service, and problem solving and decision making
- Access to Harvard ManageMentor
- Manager and supervisory training
- Leadership development program
- Program delivery skilling and training, and
- IT applications training.

IBA also supported staff in their studies through financial assistance and study leave ranging from certificate level through to tertiary and post graduate studies.

### Indigenous Land Corporation

The total cost for the 2012-13 financial year to 31 May 2013 for participation in the programs for which information has been collated is \$99,098 (GST exclusive), with 180 participants. Please refer attached table.

This cost covers internal and external learning and development activities, such as attendance at the Agencies internal training and development programs, external conferences and seminars, and costs associated with staff undertaking tertiary studies through the study assistance program.

<b>Education Expenses</b> (in house courses and tertiary studies)	<b>No of participants</b>	<b>Classifications of participants</b>	<b>Total cost of training</b> (GST excl)*	<b>Average hours per participant spent at training</b>	<b>Average cost per participant</b> (GST excl)	<b>Reason for the study and how it is beneficial for the agency</b>

**Portfolio Body Input to Portfolio-wide Question on Notice (QoN 373) – Budget Estimates 2013-14**

Communication and Writing	23	ILC1 Lower x 4 ILC1 Upper x 1 ILC2 Lower x 8 ILC2 Upper x 1 ILC3 Upper x8 EL1x1	\$11,000	7	\$478	Improve writing, reporting and communication skills.
Diversity	34	ILC1 Lower x 6 ILC2 Lower x 5 ILC2 Upper x 3 ILC3 Upper x12 EL1x6 EL2x1 SESx1	\$7,082	3.5	\$208	Providing employees with additional information.
Events, Seminars & Conferences	12	ILC3 Upper x 3 EL1x6 EL2x1 SESx2	\$8,012	7	\$668	To ensure knowledge is maintained and enhanced.
Financial Management & Budgeting	11	ILC1 Lower x 1 ILC2 Lower x 8 ILC3 Upper x 2	\$6,219	14	\$565	To ensure knowledge is maintained and enhanced.
Governance, Risk and Compliance	22	ILC1 Upper x 1 ILC2 Upper x 1 ILC3 Upper x 5 Legal2 x 4 Legal 1 x 6 SES x 5	\$6,117	3.5	\$278	To ensure knowledge is maintained and enhanced.
Information Technology & Records Management	23	ILC1 Lower x 1 ILC1 Upper x 2 ILC2 Lower x 3 ILC2 Upper x 2 ILC3 Upper x11 EL2x4	\$17,888	7	\$778	To ensure knowledge is maintained and enhanced.
Leadership & Management	7	ILC1 Upper x 1 ILC2 Lower x 1 ILC3 Upper x 3 EL1 x 2	\$18,141	12	\$2592	Developing as part of succession plans for future leaders.

**Portfolio Body Input to Portfolio-wide Question on Notice (QoN 373) – Budget Estimates 2013-14**

People Management	7	ILC1 Upper x 1 ILC3 Upper x 4 EL1 x 2	\$13,189	7	\$1884	Developing as part of succession plans for future leaders.
Policy Development	9	ILC1 Upper x2 ILC2 Lower x 2 ILC3 Upper x 3 EL1 x 2	\$3,012	7	\$335	To ensure knowledge is maintained and enhanced.
Work, Health and Safety	32	ILC1 Lower x 1 ILC2 Lower x 6 ILC2 Upper x 2 ILC3 Upper x 19 EL2 x 3 SES x 1	\$8,438	7	\$264	To ensure knowledge is maintained in line with legislation.
<b>Totals</b>	<b>180</b>		<b>\$99,098</b>		<b>\$551</b>	

**Northern Land Council**

The following costings are inclusive of Flight, Accommodation & Travel Allowance where applicable.

<b>Education Expenses</b> (in house courses and tertiary studies)	<b>No of participants</b>	<b>Classifications of participants</b>	<b>Total cost of training</b> (GST excl)	<b>Average hours per participant spent at training</b>	<b>Average cost per participant</b> (GST excl)	<b>Benefit</b>
WH&S Act - In-house COMCARE Training Crab Claw – Remote Area – Council Meeting	43	AS01 to Senior Officers & Middle Management	\$6,570.00	1 Day	\$152.79	Education on new WH&S Act
WH&S Act In-house COMCARE Training NLC Darwin Office	25	AS02 – Senior Officers	\$5,789.00	1 Day	\$231.56	Education on new WH&S Act
External Forum Remote Workers COMCARE QLD Training Centre	4	Middle to Senior Management	\$6,224.00	2 Days	\$1,556.00	Upgrade skills & Best Practice
Governance, Risk & Compliance (OH&S Representative Training – QLD) – Accredited	1	Middle Management	\$1,722.00	8 hours	\$1,722.00	Upgrade skills for position

**Portfolio Body Input to Portfolio-wide Question on Notice (QoN 373) – Budget Estimates 2013-14**

Apply First Aid – Remote Area (On-Site NLC Katherine Accredited	15	AS01 to AS06	\$3,610.00	2 Days	\$240.67	Requirement of the job
Apply First Aid – Remote Area (On-Site NLC Darwin Accredited	15	AS04 to Middle Management	\$2,179.00	2 Days	\$145.27	Requirement of the job
Apply First Aid – St John’s Ambulance – Accredited	2	PO2 L02-Legal Adviser	\$340.00	2 Days	\$170.00	Requirement of the job
4WD Training – Advanced SMART Driver Specialists On-Site - NLC Katherine Accredited	10	AS01 to Middle Management	\$5,527.50	2 Days	\$552.75	Requirement of the job
4WD Training & Recovery TrainSafe – Darwin Area Accredited	5	AS06 to SOGC	\$2,777.00	2 Days	\$555.40	Requirement of the job
Fire Warden Training – Fire Protection Specialists -Katherine Area Accredited	2	AS06 x2	NLC Yearly Contract	1 Day	NLC Yearly Contract	Requirement of the job
Financial Management & Budgeting (CPA Congress 2012 – 8&9/11/2012) – Participation Certificate	4	AS05 x2 SOGC x1 Senior Manager x1	\$4,100.00	2 Days	\$1025.00	Industry Knowledge
Workshop Coaching Apprentices for Success GTNT Darwin Participation Certificate	4	AS05 x3 SOGC x1	\$1,060	1 Day	\$265.00	Assist with managing Apprentice
Information Technology Trainer Crimson Innovation – Software Training - Nov/2012 – Participation Certificate	2	AS05 x1 Middle Manager	\$3,113.00	4 Days	\$1,556.50	Industry knowledge
People Management - Charles Darwin Uni Course “The New Supervisor” 20&21/2/13 – Participation Certificate	2	AS05 x1 SOGC x1	\$1,404.00	2 Days	\$702.00	Up skill New Managers
Workshop – Rare Earths Information Curtin Executive Education – 21/22/11/12 – Certificate of Completion	5	AS05 x1 SOGC x2 L02 x1 Middle Manager x1	No Charge to organisation	2 Days	N/A	Industry Knowledge
Native Title related Training Financial Management & Budgeting	2	Senior Officers	Cost covered by funding body	8 Hours	N/A	Industry Knowledge



**Portfolio Body Input to Portfolio-wide Question on Notice (QoN 373) – Budget Estimates 2013-14**

Native Title related Training Events Seminars & Conferences	31	Senior Officers	\$43,299.00	8 Hours	\$1,396.74	Industry Knowledge
Native Title External Training (Training Provided by funding body)	8	AS05 – Senior Officers	Costs covered by funding body	12 Hours	N/A	Industry Knowledge
Native Title GeoScience Mapping	2	Senior Mapping Analysts	\$530.00	8 Hours	\$265.00	Requirement of the job
Ranger Training <ul style="list-style-type: none"> <li>• Maintain Cultural Places</li> <li>• Enviro Work Practices</li> <li>• Chem-Certificate</li> <li>• Treat Weeds</li> <li>• 4WD</li> <li>• Quad Bike</li> <li>• Chainsaw</li> <li>• OH&amp;S</li> <li>• Firefighting</li> <li>• Inshore Coxswain</li> <li>• Snake Capture/Relocation</li> <li>• 4WD/Small Engines</li> </ul>	20 to 50	AS01 – Senior Officers	–	–	–	Requirement of the Job
<b>TOTALS</b>	<b>182</b>		<b>\$88,244.50</b>		<b>\$484.86</b>	

**Portfolio Body Input to Portfolio-wide Question on Notice (QoN 373) – Budget Estimates 2013-14**

**Outback Stores Pty Ltd**

<b>Education Expenses</b> (in house courses and tertiary studies)	<b>No of participants</b>	<b>Classifications of participants</b>	<b>Total cost of training</b> (GST excl.)	<b>Average hours per participant spent at training</b>	<b>Average cost per participant</b> (GST excl.)
Forklift Training	22		\$9,962	12	452.82
4WD Training	37		\$5,276	8	142.59
CPA	1		\$815	16	815.00
Directors Course	1		\$5,850	40	5,850.00
Excel	1		\$236	8	236.36
First Aid	31		\$4,800.55	12	154.86
Emotional Intelligence	1		\$400	8	400.00
BAS (Tax)	2		\$1,100	16	550.00
Business Writing	1		\$383	8	382.50
Certificate IV Retail	1		\$2,440.79	138	2440.79
Certificate IV Training & Assessment	1		\$1,540.91	138	1540.91
Diploma in Training & Assessment	1		\$2,045.45	320	2045.45
Project Management	4		\$7,680	38	1920.00
Coaching & Facilitation	1		\$450	8	450
Coaching Skills for Managers	2		\$900	8	450
Literacy & Numeracy	1		\$665.45	8	665.45
<b>Total</b>	<b>108</b>		<b>\$44,545.15</b>	<b>12</b>	<b>412.45</b>

**Portfolio Body Input to Portfolio-wide Question on Notice (QoN 373) – Budget Estimates 2013-14**

**Social Security Appeals Tribunal**

<b>Education Expenses</b> (in house courses and tertiary studies)	<b>No of participants</b>	<b>Classifications of participants</b>	<b>Total cost of training (GST excl.)</b>	<b>Average hours per participant spent at training/ or study leave granted</b>	<b>Average cost per participant (GST excl.)</b>
Administrative Law & Statutory Powers Influence	3	EL 1	259	1.5	86
APS Jobs Applications and Interview Skills	28	APS 2-6	6,114	7.5	218
Bachelor of Communications	1	APS 4	2,823	N/A	2,823
Bachelor of Laws	1	APS 4	Nil	Up to 5 hours a week each semester	Nil
Better Annual Reports	1	APS 6	900	7.5	900
Business Analysis	2	EL 1	2,734	18.75	1,367
Business Writing	3	APS 4	1,598	10	533
Contemporary Muslim Societies	1	APS 4	763	Up to 2 hours a week each semester	763
CPA Conference	1	EL 2	1,432	22.5	1,432
Developing a Records Authority	1	APS 6	272	7.5	272
Diversity and Harassment Contact Officer	3	APS 2-4	1,885	7.5	570
Executive Level Transition	1	EL 1	527	7.5	527
First Aid Training	4	APS 2-4	639	11.25	160
FOI Training	3	EL1-2	1,080	3.2	360
HR Law Masterclass	1	EL 2	1,132	7.5	1,132
Understanding the role of Health and Safety Representative	2	APS 4-6	1,647	37.5	824
Influencing Skills	7	APS 2-6	2,364	7.5	338
Understanding and Managing Mental Health in the Workplace	15	APS 2-6	1,100	7.5	73

**Portfolio Body Input to Portfolio-wide Question on Notice (QoN 373) – Budget Estimates 2013-14**

Master of Development Studies	1	APS 4	4,500	Up to 5 hours a week each semester	4,500
Masters of Laws	1	APS 4	4,500	Up to 5 hours a week each semester	4,500
Personal Development and Coaching	7	APS 2-6	11,407	31	1,630
Communicating with Influence	1	EL 1	795	15	795
Update on Privacy Reforms	2	EL 1	536	3.5	268
Project Management	1	APS 4	245	7.5	245
Delivering Training and Assessment	2	APS 6	4,145	18.75	2,073
Writing Effective Emails	1	APS 4	377	7.5	377
<b>Totals</b>	<b>94</b>		<b>53,774</b>	<b>2.9</b>	<b>572</b>

**Reason for study and how it is beneficial for the SSAT**

Education and study activities are considered in light of, statutory, strategic and /or operational requirements, staff skills and expertise and individual performance needs.

**Tiwi Land Council**

Nil.

**Portfolio Body Input to Portfolio-wide Question on Notice (QoN 373) – Budget Estimates 2013-14**

**Torres Strait Regional Authority**

<b>Education Expenses</b> (in house courses and tertiary studies)	<b>No of participants</b>	<b>Classifications of participants</b>	<b>Total cost of training (GST excl)</b>	<b>Average hours per participant spent at training</b>	<b>Average cost per participant (GST excl)</b>
iCognition	1	APS6	\$4,267	15	\$4,267
Australian Centre for Independent Journalism & Australian Copyright Council	1	APS5	\$5,274	53	\$5,274
Frontier Software - Report Designer: Intro & Advanced, Chris21 navigation, Finance reporting, Flex time setup, customisation, org chart report	5	APS4 -EL1	\$7,028	23	\$1,406
HUET training	8	APS1-EL1	\$5,558	8	\$695
Tech-Ed 2012	1	EL1	\$4,957	8	\$4,957
Tech-Ed 2012	1	APS5	\$4,262	8	\$4,262
Certificate II in Indigenous Leadership / Indigenous Community Rangers	2	APS1	\$286	45	\$143
VHF Radio and Elements of Shipboard Safety Training, Masig	1	APS3	\$1,000	30	\$1,000
Chainsaw Training, Warraber - NSA	7	APS1-EL1	\$16,479	45	\$2,354
Chipper Operations Training	7	APS1-3	\$2,627	53	\$375
First Aid & CPR Training - QAS	1	EL1	\$135	8	\$135
Graduate Certificate of Indigenous Arts Management	1	APS 5	\$875		\$875
Essentials for new team leaders	1	APS6	\$1,849	16	\$1,849
PDP training - People and strategy	30	APS1 - EL2	\$19,163		\$639
Commercial Snorkelling	7	APS1 - EL1	\$3,482		\$497
Snorkelling Training – Pro Dive	7	APS1-EL1	\$3,810	7.5	\$544
First Aid Training, Oxygen Provider – Pro-Dive	6	APS1-APS5	\$3,810	7.5	\$635
Getting the Selection Right	1	APS6	\$2,182	7.5	\$2,182
VHF Radio Training	2	APS1-APS3	\$3,985	15	\$1,993
Policy Formulation and Advice: Intro	1	APS6	\$2,156	15	\$2,156

**Portfolio Body Input to Portfolio-wide Question on Notice (QoN 373) – Budget Estimates 2013-14**

Whole of Government Policy Collaboration	1	APS6	\$2,156	7.5	\$2,156
Aurora Legal Masterclass Training	2	APS6-EL2	\$5,039	22.5	\$2,520
Project Management Workshop	22	APS4-EL1	\$6,247	22.5	\$284
AILC Leadership Forum – Cert II Indigenous Leadership	2	APS1-APS3	-	-	-
Ranger Exchange	2	APS1-APS3	-	-	-
The Indispensable Assistant Seminar	1	APS3	\$1,377	7.5	\$1,377
First Aid Training	1	APS4	\$315	15	\$315
4WD Training – Drive and Recover 4WD (Rangers x 3 groups)	29	APS1-APS5	\$17,883	37.5	\$617
Advanced 4WD including winching (Rangers x 3 groups)	29	APS1-APS3	\$17,883	37.5	\$617
First Aid (Rangers x 3 groups)	35	APS1-EL1	\$17,883	37.5	\$511
Records Management Forum	1	APS6	\$1,213	15	\$1,213
Essential Writing	2	APS5	\$4,095	7.5	\$2,048
Case Management Essentials	1	APS6	\$2,726	15	\$2,726
Comcare Accredited Health & Safety Rep Course (Commonwealth) 1 day Briding Course	1	APS6	\$2,098	7.5	\$2,098
Complete GMS Training	7	APS2-5	-	15	-
Advanced/Refresher GMS Training	4	APS3-6	-	7.5	-
HUET (Helicopter Underwater Escape Training)	7	APS1-EL1	\$16,793	7.5	\$2,399
The Aurora Project – PBC Support for NTRB’s	1	APS5	\$2,500	22.5	\$2,500
Fire Safety Course	2	APS4 & EL2	\$6,168	22.5	\$3,084
Health & Safety Representative Training	1	EL1	\$850	7.5	\$850
LEADR Mediation Workshop	1	EL2	\$5,933	37.5	\$5,933
Code of Conduct Training	1	APS6	\$1,699	15	\$1,699
Supervising Your Team with Confidence	11	APS3-6	\$7,696	15	\$700
Writing Skills in the APS	24	APS1-APS6	\$7,696	7.5	\$321
Chainsaw, Chemical Handling & Chipper Training Masig	12	APS1-3 & trainees	\$29,458	37.5	\$2,455

**Portfolio Body Input to Portfolio-wide Question on Notice (QoN 373) – Budget Estimates 2013-14**

Cert IV in Occupational Health and Safety –Training & Assessment	<b>12</b>	Trainees - EL1	\$11,000	37.5	\$917
Cert IV in Occupational Health and Safety –Training & Assessment	<b>12</b>	Trainees – EL1	\$11,000	37.5	\$917
LEADR Video assessment 2013	<b>1</b>	EL2	\$2,435	7.5	\$2,435
AGS Legal Training	<b>1</b>	EL1	\$1,020	7.5	\$1,020
Cultural Awareness Training	<b>15</b>	APS2-EL2	\$1920	7.5	\$128
OMEGA Training	<b>5</b>	APS5-EL1	\$19,630	15	\$3,926
Camera Workshop for GTCC staff	<b>9</b>	APS2 – APS6	\$1,240	15	\$138
MYOB training for GTCC staff	<b>6</b>	APS3-APS6	\$4,140	22.5	\$690
Graduate Certificate in Indigenous Arts Management	<b>1</b>	APS5	\$7,696		\$7,696
Masters of Fisheries Policy	<b>1</b>	APS6	\$5,033		\$5,033
Masters of Business Administration (Major in HR)	<b>1</b>	EL1	\$1,980		\$1,980
<b>Totals</b>	<b>355</b>		<b>\$317,987</b>		<b>\$896</b>

**Workplace Gender Equality Agency**

<b>Education Expenses</b> (in house courses and tertiary studies)	<b>No of participants</b>	<b>Classifications of participants</b>	<b>Total cost of training (GST excl)</b>	<b>Average hours per participant spent at training</b>	<b>Average cost per participant (GST excl)</b>
Communications & Writing	11	APS5/6 - 4	align="right">\$9,311.81	24.75	align="right">\$846.53
		EL1 - 3		22.50	
		EL2 - 3		22.50	
		PEO - 1		7.50	
Diversity	1	EL1 - 1	\$635.00	7.50	\$635.00
IT Systems Training & Records Management	20	APS3 - 1	align="right">\$11,397.06	7.50	align="right">\$569.85
		APS5 – 7		36.43	
		APS6 - 8		46.88	

**Portfolio Body Input to Portfolio-wide Question on Notice (QoN 373) – Budget Estimates 2013-14**

		EL1 - 2		15.00	
		EL2 - 2		15.00	
OH&S	70	APS3 - 8 APS4 - 4 APS5 - 18 APS6 - 20 EL1 - 10 EL2 - 9 PEO - 1	\$880.00	2.00	\$12.57
Specialist Professional Development	11	APS5 - 4 APS6 - 2 EL1 - 2 EL2 - 2	\$13,310	14.25	\$1,210.00
People Management	2	APS5/6 - 2	3045.46	15.00	1522.73
Governance, Risk & Compliance	2	EL2 - 2	0.00	3.75	0.00
Events, Seminars & Conferences	1	EL2 - 1	605.00	7.5	605.00
<b>Totals</b>	<b>118</b>		<b>\$39,184.33</b>		<b>\$332.07</b>

**Reason for Study and How it is Beneficial for the Agency**

Communication & Writing - Training of key communication and management team in strategic messaging and media skills.

Diversity - Mandatory refresher training for WGEA's Harassment Contact Officer.

IT Systems Training & Records Management - Study was undertaken in order to update employee skills in specific IT functions in order to allow more effective utilisation of software available to the Agency.

OH&S - Training of WHS, including workplace harassment and WHS legislation as part of satisfying legislative obligations.

Specialist Professional Development - Study was undertaken in order to assist with career transition, effective management of project management systems and processes

Governance, Risk & Compliance - Study was undertaken by staff within Operations section to enhance risk management skills.

Events, Seminars & Conferences – Attendance to enhance specialist learning.

**Wreck Bay Aboriginal Community Council**

No education expenses i.e. in house courses and tertiary studies, have been incurred for the period 1/7/12 to 31/5/13.