

Senate Community Affairs Committee
ANSWERS TO ESTIMATES QUESTIONS ON NOTICE
FAMILIES, HOUSING, COMMUNITY SERVICES AND
INDIGENOUS AFFAIRS PORTFOLIO
2012-13 Supplementary Estimates Hearings

Outcome Number: Cross

Question No: 377

Topic: Education expenses

Hansard Page: Written

Senator Boyce asked:

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:

In order to respond to the level of detail requested in the Question on Notice, the Department would be required to allocate extensive resources to gather this information. However, the Department has gathered centrally coordinated information relating to staff attendance for training provided and total costs incurred in the attachments.

The total cost for participation in the programs from 1 July 2012 to 30 September 2012 for which information has been reported is \$1,580,249 (GST exclusive). Based on the information provided, the average cost of training courses was \$496 per participant (**Attachment A**). Internal training is targeted across all classifications within the Department.

Costs provided cover internal and external learning and development activities, such as attendance at the Department's internal training and development programs and external conferences and seminars. Costs associated with staff undertaking tertiary studies through the studies assistance program are not yet available for this period.

Data on reasons for study are not captured by the Department. Nominations for study can be generated from self-assessment of needs, supervisor recommendation or through performance discussions.

Training in the Department is provided to enable employees to develop the skills and knowledge they need to improve their work performance and career prospects, and to ensure employees have the capabilities to deliver on the business outcomes of the Department.

Information regarding portfolio bodies is at **Attachment B**.

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Attachment A

Course Type	Participant Numbers	Classification breakdown	Total cost (GST excl)
Information Technology & Records Management	307	APS 1 x1; APS 3 x16; APS 4 x 13; APS 5 x 51; APS 6 x 92; EL 1 x 83; EL 2 x 11; Legal Officer (LO) x 1; Principal Legal Officer (PLO) x 3; Senior Legal Officer (SLO) x 1; Public Affairs Officer (PAO) Grade 1 x 3; PAO Grade 2 x 3; PAO Grade 3 x 4; Not specified x 25.	\$1,580,249
Occupational Health & Safety	563	APS 1 x 7; APS 2 x7; APS 3 x 31; APS 4 x 54; APS 5 x 81; APS 6 x 204; EL 1 x 132; EL 2 x 34; SES Band 1 x 4; PLO x 1; SLO x 2; PAO 1 x 1; PAO 2 x 1; PAO 3 x 1; Not specified x 3.	
Policy Development	317	APS 4 x 9; APS 5 x 31; APS 6 x 116; EL 2 x 27; EL 1 x 134.	
Contract Management	31	APS 2 x 1; APS 3 x 1; APS 4 x 4; APS 5 x4; APS 6 x 5; EL 2 x 2; EL 1 x 14.	
Governance, Risk & Compliance	183	APS 3 x 14; APS 4 x 5; APS 5 x7; APS 6 x 17; EL 1 x 19; EL 2 x 5; SES Band 1 x 6; SES Band 2 x 1; Legal/Special Counsel x 2; LO x 38; PLO x 38; SLO x 31.	
Leadership & Management	253	APS 5 x 5; APS 6 x 10; EL 1 x 98; EL 2 x 105; SES Band 1 x 17; Legal/Special Counsel x 1; PLO x 1; PAO 2 x 2; PAO 3 x 8; SLO x 2; Senior PAO (SPA0) x 4.	
People Management	1229	APS 1 x 12; APS 2 x11; APS 3 x 55; APS 4 x 81; APS 5 x 174; APS 6 x 333; EL 1 x 380; EL 2 x 123; SES Band 1 x12; SES Band 2 x 4; Legal/Special Counsel x 1; LO x 5; PLO x 5; PAO 1 x 3; PAO 2 x 5; PAO 3 x 1; SLO x 7; SPAO x 1; Not specified x16.	
Communication & Writing	40	APS 1 x 2; APS 3 x 2; APS 4 x 2; APS 5 x 3; APS 6 x 12; EL 1 x 12; EL 2 x 5; SES Band 1 x 1; PAO 3 x 1.	
Financial Management & Budgeting	93	APS 1 x 5; APS 2 x 1; APS 3 x 5; APS 4 x 11; APS 5 x 9; APS 6 x 22; EL 1 x 23; EL 2 x 15; SES Band 1 x 1; Not specified x 1.	
Events Seminars & Conferences	8	APS 3 x 1; APS 6 x 2; EL 1 x 5.	
External Training	163	APS 1 x 2; APS 2 x 2; APS 3 x 2; APS 4 x 9; APS 5 x 14; APS 6 x 44; EL 1 x 59; EL 2 x 14; SES Band 1 x 2; LO x 3; PLO x 7; SLO x 5.	
Total	3187		\$1,580,249

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Portfolio Bodies

Attachment B

Anindilyakwa Land Council

The Anindilyakwa Land Council has not yet collected records on education spending for financial year to date.

Aboriginal Hostels Limited

Education Expenses (in house courses and tertiary studies)	No of participants	Classification of Participants	Total cost of training (GST excl)	Average hours per participant spent at training	Average cost per participant (GST excl)
Work Health and Safety	60		\$19,948.97	13.18	\$324.48
Communication	4		\$2,540.00	7.50	\$635.00
Core/Mandated Training	13		\$9,683.31	18.65	\$744.87
Human Resources Management	1		\$635.00	7.50	\$635.00
Personal Development	12		\$15,980.79	7.50	\$1,331.73
Totals	90		\$48,788.07	10.87	\$542.09

Reason for Study and How it is Beneficial for the Agency

Much of the training undertaken is work related. It is training that assists each employee to better understand the overall strategic agency goals and to build internal capability within the agency.

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**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.

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)
Communications	2		\$545.45	7.5	\$272.70
Finance	66		\$4,489.95	2	\$68.03
IT	2		\$445.45	5	\$222.70
OH&S	1		\$874.09	37.5	\$874.09
People Management	1		\$454.55	15	\$454.55
Research - Technical	4		\$2,109.09	18.75	\$527.27
Security	1		\$1,100.00	15	\$1,100.00
Tertiary Studies	2		\$1,000.00	65	\$500.00
Totals	79		\$11,018.58	20.72	\$139.48

Reason for Study and How it is Beneficial for the Agency

Education and study activities are considered in light of strategic and operational requirement, staff skills and expertise and individual performance development plans.

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Central Land Council

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)
Communication & Writing	28			7	
Financial Management & Budgeting	4			4.5	
IT Systems Training & Records Managements	23		\$7,099.00	6.5	\$308.65
OH&S	135		\$1,541.00	6.5	\$11.41
Leadership	44				
New Starters	57		\$9,837.00	13	\$172.58
Events, Seminars & Conferences	16		\$5,715.00	22	\$357.19
Totals	307		\$24,192.00	9.92	78.80

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Indigenous Business Australia

For the FY 2012-13 to date (as at 30 September 2012), IBA's aggregated study assistance and learning and development (training courses) expenditure was \$158,710.

These figures do 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 the key business, management and leadership skills of staff. These activities include:

- Induction training
- OH&S training
- Cultural awareness training
- Manager and supervisory training
- Program delivery skilling and training
- IT training, and
- Coaching.

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

IBA's data sets are not directly aligned to the requested data and to provide the additional level of detail requested in questions 377 and 378 will divert limited resources from the service delivery of client outcomes.

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Equal Opportunity for Women in the Workplace Agency

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)
Communications & Writing	9	APS5 - 2	\$7,810.02	15.00	\$867.78
		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	17	APS3 - 1	\$8,299.74	7.50	\$488.22
		APS5 - 5		37.50	
		APS6 - 7		52.50	
		EL1 - 2		15.00	
		EL2 - 2		15.00	
OH&S	1		\$880.00	37.50	\$880.00
Specialist Professional Development	1	APS5 - 1	\$2,777.00	37.50	\$2,777.00
Governance, Risk & Compliance	2	EL2 - 2			
Totals	31		\$20,401.76	13.88	\$658.12

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 EOWA'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.

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OH&S - Training of WHS as part of satisfying legislative obligations

Specialist Professional Development - Study was undertaken by staff within Operations section in order to assist with effective management of project management systems and processes

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

Indigenous Land Corporation

The total cost for the 2012/13 financial year to 30 September 2012 for participation in the programs for which information has been collated is \$28,806 (GST exclusive), with 36 participants. Please refer to below table.

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

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)
Communication and Writing	4	ILC1 Upper x 1 ILC2 Lower x 2 ILC2 Upper x 1	\$1,655	7.00	\$414
Events, Seminars & Conferences	2	ILC 3 Upper x 1 EL 1 x 1	\$227	7.00	\$114
Financial Management & Budgeting	6	ILC1 Lower x 1 ILC2 Lower x 4 ILC3 Upp x 1	\$3,644	7.00	\$607

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Governance, Risk & Compliance	3	ILC 1 Upper x 1 ILC 2 Upper x 1 ILC 3 Upper x 1	\$2,345	7.00	\$782
IT systems Training & Records Management	5	ILC 1 Lower x 1 ILC 2 Lower x 1 ILC 2 Upper x 1 ILC 3 Upper x 2	\$4,244	7.00	\$849
Leadership	1	ILC 3 Upper x 1	\$2,243	7.00	\$2,243
WH&S	7	ILC 3 Upper x 5 ILC 2 Lower x 2	\$3,122	7.00	\$446
People Management	8	ILC3 Upper x 4 ILC 2 Lower 1 EL1 x 2 EL2 x 1	\$11,116	7.00	\$1,389
Totals	36		\$28,597	7	\$794

Reason for Study and How it is Beneficial for the Agency

Communication and Writing - Improve writing, reporting and communication skills

Events, Seminars & Conferences - To ensure knowledge is maintained and enhanced

Financial Management & Budgeting - To ensure knowledge is maintained and enhanced

Governance, Risk & Compliance - To ensure knowledge is maintained and enhanced

IT systems Training & Records Management - To ensure knowledge is maintained and enhanced

Leadership - Developing as part of succession plans for future leaders

WH&S - To ensure upto date knowledge is maintained in line with legislation

People Management - To ensure knowledge is maintained and enhanced

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Northern Land Council

Total costs for FYTD (30 September 2012) for participation in education for Northern Land Council is \$58,945.00. No further information has been provided.

Outback Stores

The total cost for FYTD (30 September 2012) for participation in education for Outback Stores is \$13,053 (GST exclusive). Study leave has been granted for eligible staff members. The Table below outlines the type of course, total cost, cost per participant and average hours per participant.

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)
Forklift Training	4	NA	\$3,295	12	\$823.75
4WD Training	15	NA	\$2,004	8	\$133.58
CPA	1	NA	\$815	16	\$815.00
Directors Course	1	NA	\$5,850	40	\$5,850.00
First Aid	6	NA	\$689	11	\$114.89
Emotional Intelligence	1	NA	\$400	8	\$400.00
Totals	28		\$13,053	12	\$466.18

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Social Security Appeals Tribunal

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)
APS training - APS job application training	20	APS2-APS6	\$5,282.00	6.00	\$264.10
WH&S training	1	APS3	\$928.00	37.50	\$928.00
First Aid training	1	APS6	\$181.00	8.00	\$181.00
WH&S refresher training	1	APS5	\$245.00	8.00	\$245.00
AGS training	2	EL1	\$536.00	15.00	\$268.00
Master of Development Studies	1	APS6	\$2,081.00	<i>Tertiary study</i>	\$2,081.00
Bachelor of Laws	1	Full-Time Member	\$2,120.00	<i>Tertiary study</i>	\$2,120.00
Totals	27		\$11,373.00	14.90	\$421.22

Reason for Study and How it is Beneficial for the Agency

APS training - APS job application training - General knowledge within the APS

WH&S training - Legislative requirement

First Aid training - Legislative requirement

WH&S refresher training - Legislative requirement

AGS training - Knowledge for work purposes

Master of Development Studies - Knowledge for work purposes

Bachelor of Laws - Knowledge for work purposes

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Tiwi Land Council

Nil response.

Torres Strait Regional Authority

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)
iCognition	1	APS6	\$4,267	15	\$4,266.66
Australian Centre for Independent Journalism & Australian Copyright Council	1	APS5	\$5,274	53	\$5,274.22
Frontier Software - Report Designer: Intro & Advanced, Chris21 navigation, Finance reporting, Flex time setup, customisation, org chart report	5	APS4-EL1	\$7,028	23	\$1,405.63
HUET training	8	APS1-EL1	\$5,558	8	\$694.69
Tech-Ed 2012	1	EL1	\$4,957	8	\$4,957.28
Tech-Ed 2012	1	APS5	\$4,262	8	\$4,262.40
Certificate II in Indigenous Leadership / Indigenous Community Rangers	2	APS1	286	45	\$143.05

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VHF Radio and Elements of Shipboard Safety Training, Masig	1	APS3	\$1,000	30	\$1,000.00
Chainsaw Training, Warraber - NSA	7	APS1-EL1	\$16,479	45	\$2,354.17
Chipper Operations Training	7	APS1-3	\$2,627	53	\$375.30
First Aid & CPR Training - QAS	1	EL1	\$135	8	\$134.50
Graduate Certificate of Indigenous Arts Management	1	APS 5	\$875		\$875.00
Essentials for new team leaders	1	APS6	\$1,849	16	\$1,848.55
PDP training - People and strategy	30	APS1 - EL2	\$19,163		\$638.77
Commercial Snorkelling	7	APS1 - EL1	\$3,482		\$497.43
Totals	74		\$77,242		\$1,043.81

Wreck Bay Aboriginal Community Council

Nil education expenses to date for this financial year up to 30/9/2012.

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