

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian National Audit Office

Outcome/Program: Executive Coaching and Leadership Training

Topic: Executive Coaching and Leadership Training

Senator: Ludwig

Question reference number: 372

Type of question: Written

Date set by the committee for the return of answer: 11 July 2014

Number of pages: 4

Question:

In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from Additional Estimates in February, 2014 to date:

1. Total spending on these services
2. The number of employees offered these services and their employment classification
3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
4. The names of all service providers engaged. For each service purchased from a provider listed under (4), please provide:
 - a) The name and nature of the service purchased
 - b) Whether the service is one-on-one or group based
 - c) The number of employees who received the service and their employment classification
 - d) The total number of hours involved for all employees (provide a breakdown for each employment classification)
 - e) The total amount spent on the service
 - f) A description of the fees charged (i.e. per hour, complete package)
5. Where a service was provided at any location other than the department or agency's own premises, please provide:
 - a) The location used
 - b) The number of employees who took part on each occasion (provide a breakdown for each employment classification)

- c) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
- d) Any costs the department or agency's incurred to use the location

6. In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?

7. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.

Answer:

Q1. Total Spend (1 February to 30 April 2014 inclusive) - **\$35,059.80**

Q2. **75** employees (58 x APS5/6; 13 x EL1/2; 4 x SES Band 1)

Q3. **75** employees - study leave (attendance) – 613.50 hours in total – average of 8.18 hours per person

Q4 (a)-(f).

(a) Provider Name	(a) Nature of Service	(b) 1-1/ Group	(c) Number of Employees	(c) Level	(d) Total Hours	(e) Total Cost \$	(f) Description
Bendelta Pty Ltd	Leadership Program	Group	4	SES Band 1	60	\$8,893.50	Package
Bendelta Pty Ltd	Leadership Program	Group	13	EL1/2	195	\$15,425.30	Package
Kerry Juknaitis Consulting	Introduction to Management – Briefing	Group	16	APS5/6	16	Nil	Package
Kerry Juknaitis Consulting	Introduction to Management – Module 3	Group	13	APS5/6	91	\$2,600.00	Package
Kerry Juknaitis Consulting	Introduction to Management	Group	16	APS5/6	240	\$5,200.00	Package
Kerry Juknaitis Consulting	Coaching	One-on-One	13	APS5/6	11.5	\$2,941.00	\$255/ Per hour
Total			75		613.50	\$35,059.80	

Q5 (a)-(d).

(a) Location	(b) Employees	(c) Hours	(d) Cost
Rydges Capital Hill	4 x SES Band 1	60	\$400
Rydges Capital Hill	8 x EL1 5 x EL2	120 75	\$800
Brassey Hotel	9 x APS5 7 x APS6	135 105	\$800
Total	33	495	\$2,000

Q 6. The ANAO does not impose any continuing employment requirements for employees post completion of training. The cost is considered to be:

- an investment in the individuals personal and professional development;
- part of the ANAO's attraction and retention strategy, and
- a commitment by the ANAO in respect of its internal capability building and professional auditing standards.

Q7. The ANAO provides its staff with a three tiered approach under its Studies Assistance Policy. Each application is considered on its merit, consistent with policy requirements/criteria. Further details are outlined below:

- Tier 1: Professional Qualification i.e. Institute of Chartered Accountants Australia (ICAA); Certified Practising Accountants (CPA) Australia; Information Systems Audit and Control Association (ISACA). These qualifications are mandatory for financial statements audit staff;
- Tier 2: Tertiary Education – priority to internal capability building and development needs of the employee; and
- Tier 3: Tertiary – not a priority to the ANAO, but broader Australian Public Service relevance.

Q7 (cont.)

Details of all Tiers 1- 3 approved students are outlined below:

Program	Classification	Employees	Study Leave
Tier 1			22.5 hours study/exam leave per module/semester
ICAA Program	APS5	5	
	APS4	6	
	APS3	2	
CPA Australia Program	APS6	1	
	APS5	5	
	APS4	5	
	APS3	9	
Total (Tier 1)		33	
Tier 2			Maximum 5 hours per week tuition
Master of Financial Management	EL2	1	
Master of Professional Accounting	EL2	1	
Master of Professional Accounting	EL1	1	
Master of International and Community Development	EL1	1	
Bachelor of Commerce	APS6	1	
Master of Public Health	APS6	1	
Bachelor of Commerce/Information Technology	APS5	1	
Bachelor of Laws	APS5	1	
Master of Asia-Pacific Studies	APS6	1	
Master of Financial Management	APS4	1	
Total (Tier 2)		10	
Tier 3		Nil	