

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014-15

Finance Portfolio

Department/Agency: All

Outcome/Program: General

Topic: Executive coaching and leadership training

Senator: Ludwig

Question reference number: F100

Type of question: Written

Date set by the committee for the return of answer: Wednesday, 31 December 2014

Number of pages: 6

Question:

Since Budget Estimates in May 2014:

Please provide the following information in relation to executive coaching and/or other leadership training services purchased by each department/agency:

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:

Department/ Agency	Response
Finance	<p>For the period 28 May to 31 October 2014:</p> <ol style="list-style-type: none"> 1. \$104,671.65. 2. All Finance staff. APS1 – SES3. 3. 191 participants. <ul style="list-style-type: none"> • APS1 – Nil • APS2 – Nil • APS3 – 2 • APS4 – 2 • APS5 – 15 • APS6 – 19 • EL1 – 98 • EL2 – 38 • SES1 – 15 • SES2 – 2 • SES3 – Nil • Nil study leave. 4. <ul style="list-style-type: none"> • Australian Government Solicitor • Australian Public Service Commission • Canberra Public Service Colloquium • Centre for Public Management Pty Ltd • Communicorp Group Pty Ltd • Effective People Pty Ltd • Interaction Consulting Group Pty Ltd • Jeff Whalan Learning Group • Macquarie Graduate School of Management • The May Group • Workforce Strategies Pty Ltd • Yellow Edge Pty Ltd a) Coaching Leadership programmes b) Coaching: one-on-one Leadership programmes: group based c) 191 participants APS3 – SES2 d) Total: 1094 hours <ul style="list-style-type: none"> • APS1 – Nil • APS2 – Nil • APS3 – 11 hours • APS4 – 3 hours • APS5 – 96 hours • APS6 – 112 hours • EL1 – 403 hours • EL2 – 219 hours • SES1 – 227 hours • SES2 – 23 hours • SES3 – Nil e) \$104,671.65 f) Coaching: hourly rate Leadership programmes: complete package. 5. <ul style="list-style-type: none"> a) Australian Public Service Commission arranged training facility Macquarie Graduate School of Management arranged training facility in

Department/ Agency	Response
	<p>Glen Erin, Victoria and North Ryde, NSW. Canberra Public Service Colloquium arranged training facility.</p> <p>b) Total: 11 participants SES1 – 9 participants SES2 – 2 participants</p> <p>c) Total: 229 hours SES1 – 206 hours SES2 – 23 hours</p> <p>d) Nil – included in overall programme cost</p> <p>6. Nil.</p> <p>7. Total study leave taken was 482.25 hours by 89 individuals. A breakdown of these figures is set out in <u>Attachment A</u>.</p>
Australian Electoral Commission	<p>From the period 31 May to 31 October 2014:</p> <p>1. \$22,655.92.</p> <p>2. Services were offered to all AEC staff in leadership roles, this may include staff at the executive levels or higher level APS roles.</p> <p>3. One APS5, one APS6, three EL1s, four EL2s. Nil study leave was used.</p> <p>4. Bull & Bear Special Assignments:</p> <p>a) Executive coaching services.</p> <p>b) One-on-one and group based.</p> <p>c) Seven employees received this service; one APS5, one APS6, two EL1s, three EL2s.</p> <p>d) 2 hours for one APS5, 3 hours for one APS6, 5 hours for one EL1, 6 hours for one EL2.</p> <p>e) \$5,920 GST inclusive.</p> <p>f) \$370.00 per hour GST inclusive.</p> <p>Australian Institute of Police Management:</p> <p>a) Graduate development opportunities.</p> <p>b) One-on-one and group based.</p> <p>c) Two employees received this service, one EL1 and one EL2.</p> <p>d) 518 hours for one EL1, 256 hours for one EL2.</p> <p>e) \$16,735.92.</p> <p>f) Graduate Diploma of Executive Leadership (two out of four core courses) - \$8,676; Graduate Certificate in Applied Management - \$8059.92.</p> <p>5.</p> <p>a) AIPM Manly Campus:</p> <p>b) One EL1, one EL2.</p> <p>c) 108.75 hours (14.5 business days) for one EL1, 75 hours (10 business days) for one EL2.</p> <p>d) Included in the course fees.</p> <p>6. Nil.</p> <p>7. N/A.</p>
ComSuper	<p>1. \$37,091</p> <p>2. Eleven employees were offered these services. Classification levels were from APS Level 6 to SES 1.</p> <p>3. Eleven employees utilised these services from APS Level 6 to SES Band 1. No study leave was required or provided – course hours are set out below.</p> <p>4.</p> <p><u>4.1 Service Provider: The Orijen Group</u></p> <p>a) Women in ICT Coaching Program Part 2</p> <p>b) Group based</p> <p>c) Two employees attended, both at the Executive Level 1</p> <p>d) Total number of hours involved: 150 hours (10 days each)</p> <p>e) Total fee: \$9,800</p> <p>f) Complete package cost: \$4,900 per participant.</p>

Department/ Agency	Response
	<p><u>4.2 Service Provider: Australian Public Service Commission (APSC)</u></p> <ul style="list-style-type: none"> a) Course: SES Band 1 Development Program b) Group based c) One employee attended at the SES Band 1 level d) Total number of hours involved: 185 hours (14 days) e) Total fee: \$13,000 f) Complete package cost: \$13,000. <p><u>4.3 Service Provider: Melbourne Business School</u></p> <ul style="list-style-type: none"> a) Course: Leading for Strategic Success b) Group based c) One employee attended this course at the SES Band 1 d) Total number of hours involved: 30 hours (4 days) e) Total fee: \$9,991 f) Complete package cost: \$9,991. <p><u>4.4 Service Provider: APSC</u></p> <ul style="list-style-type: none"> a) Courses: Leadership Development Courses b) Group based c) Seven employees - 1 at Executive Level 2, 2 at Executive Level 1 and 4 at APS Level 6 d) Total number of hours involved: 52.5 hours e) Total fee: \$4,300 f) Complete package cost: \$4,300. <p>5.</p> <p><u>5.1 Service Provider: The Orijen Group</u></p> <ul style="list-style-type: none"> a) Women in ICT Coaching Program was held in Canberra b) Two employees at the Executive Level 1 c) Total hours for two staff at the Executive Level 1 – 150 hours d) Nil additional cost to the Department for venue hire. <p><u>5.2 Service Provider: Australian Public Service Commission (APSC)</u></p> <ul style="list-style-type: none"> a) SES Band 1 Development Program was held in Canberra b) One employee at the SES Band 1 c) Total hours at the SES Band 1– 185 hours d) Nil additional cost to the Department for venue hire. <p><u>5.3 Service Provider: Melbourne Business School</u></p> <ul style="list-style-type: none"> a) Leading for Strategic Success was held in Melbourne b) One employee at the SES Band 1 level c) Total hours at the SES Band 1– 30 hours d) Nil additional cost to the Department for venue hire. <p><u>5.4 In-house Management 101 Program</u></p> <ul style="list-style-type: none"> a) Leadership Development Courses were held in Canberra b) Seven employees - 1 at Executive Level 2, 2 at Executive Level 1 and 4 at APS Level 6 c) Executive Level 2- 7.5 hours, Executive Level 2- 15 hours APS Level 6 – 30 hours d) Nil additional cost to the Department for venue hire. <p>6. Employment arrangements including with respect to development opportunities are discussed regularly with managers as part of the formal Performance Agreement process.</p> <p>7. N/A – the training courses above were not included in graduate of post graduate programs.</p>

Department/ Agency	Response
Commonwealth Superannuation Corporation	<p>For the period 28 May to 31 October 2014:</p> <ol style="list-style-type: none"> 1. \$1900. 2. 2 Senior Executives. 3. 2 Senior Executive, no study leave is applicable. 4. <ol style="list-style-type: none"> a) The Open Door Coaching Group Pty Ltd and Browne Wright Consulting b) One on one. c) 2 Senior Executive. d) 3 hours – Senior Executive. e) \$1900 f) Per hour. 5. N/A (on premises). 6. All arrangements regarding employment are included in each employee's contract of employment. 7. <p>Tax Analyst – Chartered Accountants Program; Fund Accountant – Certified Practising Accountants Program; Investment Analyst – Masters of Applied Finance; Senior Investment Operations Analyst – Chartered Alternative Investments Analyst program; Senior Analyst, Legal and Compliance – Master of Business Administration.</p>
Future Fund Management Agency	<p>For the period 28 May to 31 October 2014, the Agency has not purchased any executive coaching or leadership training.</p> <ol style="list-style-type: none"> 1. – 7. N/A.

ATTACHMENT A – Department of Finance

Qualification	Number of Studiers
Advanced Diploma of Accounting	1
Bachelor of Accounting	2
Bachelor of Advanced Computing	1
Bachelor of Applied Economics	1
Bachelor of Arts	2
Bachelor of Arts (Internet Communications)	1
Bachelor of Arts (Politics and International Relations)	1
Bachelor of Business	3
Bachelor of Business Administration	4
Bachelor of Commerce	11
Bachelor of Communication in Advertising	1
Bachelor of Economics	4
Bachelor of Human Resource Management	2
Bachelor of Information Technology	1
Bachelor of Laws	1
Bachelor of Management	2
Bachelor of Politics and International Relations	1
Bachelor of Psychology	1
Bachelor of Science	1
Bachelor of Science in Psychology	2
Bachelor of Software Engineering	1
Bachelor of Writing	1
Certificate IV in Government	1
Certificate IV in Human Resources	1
Certificate IV in Information Technology Networking	1
Certificate IV in Professional Communication	1
CPA Program	10
Diploma in Library and Information Services	1
Diploma of Human Resource Management	1
Doctor of Business Administration	1
Graduate Certificate in Accounting	1
Graduate Certificate in Business Administration	1
Graduate Certificate in Economic Policy	2
Graduate Certificate in Public Policy	1
Graduate Diploma in Business Informatics	1
Graduate Diploma in Legal Practice	2
Graduate Diploma of Chartered Accounting	1
Graduate Select Program	1
Juris Doctor	2
Master of Applied Economics	1
Master of Business Administration	4
Master of Business Information Systems	1
Master of Business Leadership	1
Master of Economics	2
Master of Government and Commercial Law	3
Master of Management	2
Master of Politics and Policy	1
Master of Professional Accounting	1
Qualification	Number of Studiers
Master of Public Administration	1
Master of Public Policy	5