

SENATE STANDING COMMITTEE ON LEGAL AND CONSTITUTIONAL AFFAIRS ATTORNEY-  
GENERAL'S PORTFOLIO

**Group: 1**

**Program: Whole-of-Portfolio**

**Question No. SBE14/125**

**Senator Ludwig asked the following written question from the 20 November and 11 December 2014 hearings.**

Since Budget Estimates in June, 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.

**The answer to the honourable senator's question is as follows:**

1.

<b>Department/Agency</b>	<b>Total spending on services</b>
Attorney-General's Department	\$72,204
Administrative Appeals Tribunal	\$13,682.75
Australian Crime Commission	\$107,672
Australian Commission for Law Enforcement Integrity	\$1,980
Australia Council for the Arts	\$2,750
Australian Federal Police	\$132,628.08. This includes the jurisdictional fee of \$34,034.41 paid to Australian Institute of Police Management for 2014.
Australian Film, Television and Radio School	Nil
Australian Financial Security Authority	\$11,953.20
Australian Human Rights Commission	Nil
Australian Institute of Criminology	\$7,479
Australian Law Reform Commission	Nil
Australian Security Intelligence Organisation	\$407,557.82
Australian Transaction Reports and Analysis Centre	\$74,511
Australian National Maritime Museum	\$2,719
Commonwealth Director of Public Prosecutions	\$9,580
Creative Partnerships Australia	Nil
CrimTrac Agency	\$31,206
Family Court of Australia & Federal Circuit Court	Nil
Federal Court of Australia	\$8,028.89
High Court of Australia	Nil
Museum of Australian Democracy/Old Parliament House	\$25,521.92
National Archives of Australia	\$9,524
National Gallery of Australia	Nil
National Film and Sound Archive	\$8,000
National Library of Australia	Expenditure in the National Library of Australia's financial management system is recorded in such a way that to extract the relevant information would require an unreasonable diversion of agency resources.
National Museum of Australia	\$6,380
National Portrait Gallery of Australia	\$1,420
Office of the Australian Information Commissioner	\$4,285
Office of Parliamentary Counsel	\$1,210
Screen Australia	\$23,275.01

2-3: Please see the portfolio's response in the table below. Providing a response to the part of question 3 relating to the amount of study leave each employee was granted would be an unreasonable diversion of resources.

Department/Agency	2. The number of employees offered these services and their employment classification		3. The number of employees who have utilised these services and their employment classification	
Attorney-General's Department	All employees have the opportunity to apply for various coaching and leadership development opportunities.		1 7 13 7 12	SES Band 3 SES Band 1 Executive Level 2 Executive Level 1 APS 5-6
Administrative Appeals Tribunal	1 2 1	Statutory Office Holder Executive Level 2 APS6	1 2 1	Statutory Office Holder Executive Level 2 APS6
Australian Crime Commission	All employees have the opportunity to apply for various coaching and leadership development opportunities.		2 4 7 50 8 8 1	SES Band 2 SES Band 1 EL2 EL1 APS6 APS5 APS3
Australian Commission for Law Enforcement Integrity	1	Acting SES Band 1	1	Acting SES Band 1
Australia Council for the Arts	1	Australia Council Band IEA	1	Australia Council Band IEA
Australian Federal Police	1 6 31	SES Band 2 SES Band 1 Executive Level	0 4 24	SES Band 2 SES Band 1 Executive Level
Australian Film, Television and Radio School	Nil	Not applicable	Nil	Not applicable
Australian Financial Security Authority	11	Executive Level 1	11	Executive Level 1
Australian Human Rights Commission	Nil	Not applicable	Nil	Not applicable
Australian Institute of Criminology	2 6 8 7	SES Band 1 Executive Level 2 Executive Level 1 APS6	5 5 6	Executive Level 2 Executive Level 1 APS6
Australian Law Reform Commission	Nil	Not applicable	Nil	Not applicable
Australian National Maritime Museum	All employees have the opportunity to apply for various coaching and leadership development opportunities		3 10 5	EL2 EL1 APS6
Australian Security Intelligence Organisation	2 7 5 14	SES Band 1 EL2 EL1 AO5	2 7 5 14	SES Band 1 EL2 EL1 AO5

Department/Agency	2. The number of employees offered these services and their employment classification		3. The number of employees who have utilised these services and their employment classification	
Australian Transaction Reports and Analysis Centre	1 39 61 14 1	SES Band 1 Executive Level 2 Executive Level 1 APS6 APS5	1 39 61 14 1	SES Band 1 Executive Level 2 Executive Level 1 APS6 APS5
Commonwealth Director of Public Prosecutions	All employees have the opportunity to apply for various caching and leadership development opportunities.		3 11 11	SES Band 1 EL2 EL1
Creative Partnerships Australia	Nil	Not applicable	Nil	Not applicable
CrimTrac Agency	1 17 27	SES Band 1 Executive Level 2 Executive Level 1	1 1 4	SES Band 1 Executive Level 2 Executive Level 1
Family Court of Australia & Federal Circuit Court	Nil	Not applicable	Nil	Not applicable
Federal Court of Australia	1 1 1 1	EL1 APS 5 APS 4 Senior Executive	1 1 1 1	EL 1 APS 5 APS 4 Senior Executive
High Court of Australia	Nil	Not applicable	Nil	Not applicable
Museum of Australian Democracy/Old Parliament House	All employees have the opportunity to apply for various caching and leadership development opportunities.		4 8 13	SES Band EL2 EL1
National Archives of Australia	All employees have the opportunity to apply for various caching and leadership development opportunities.		4 6	EL2 EL1
National Gallery of Australia	Nil	Not applicable	Nil	Not applicable
National Film and Sound Archive	1	PEO	1	PEO
National Library of Australia	Leadership training is offered in-house through facilitated workshops, and is open to all APS6 and above staff. To attempt to provide the level of detail requested for the agency would involve an unreasonable diversion of resources.			
National Museum of Australia	1 1	APS6 PEO	1 1	APS6 PEO
National Portrait Gallery of Australia	1 1	APS6 APS5	1 1	APS6 APS5

Department/Agency	2. The number of employees offered these services and their employment classification		3. The number of employees who have utilised these services and their employment classification	
Office of the Australian Information Commissioner	2 2 4	EL2 EL1 APS6	2 2 4	EL2 EL1 APS6
Office of Parliamentary Counsel	1	SES Band 1	1	SES Band 1
Screen Australia	All managers have the opportunity to apply for various coaching and leadership development opportunities.		1 15 10 2	SES 1 Executive Level 2 Executive Level 1 SA6

4-5: Please see the Attorney-General's Department's response in the table below. For the remainder of the portfolio, to attempt to provide the level of detail requested for these questions would involve an unreasonable diversion of resources.

4) Service provider	a) Name/nature of the Service	b) One-on-one/group based	c) Number of employees/classification	d) Total hours (combined total of all who attended plus breakdown of hours provided where possible)	e) Total amount spent GST Inclusive	f) Description of fees charged	5a) Location used	5b) Number of employees/classification	5c) Total hours	5d) Location costs
APSC	SES Orientation Program	Group based	2 x SES Band 1	54 hours plus 14 hours of optional self-select modules 27 hours + 7 optional hours for each SES Band 1	\$7,040	Complete package	External premises as part of program	See 4c	See 4d	\$0
Yellow Edge	Intensive Leadership Program	Group based	3 x SES Band 1 8 x EL2	112 hours 10 hours for 3 x SES Band 1 and 6 x EL2 11 hours for 2 x EL2	\$5,100	Complete package	Australian Leadership Innovation Centre (ALIC), ACT	See 4c	See 4d	\$2,924
APSC	Band 3 Leadership Development Program	Group based	1 x SES Band 3	101.5 hours	\$20,190	Complete package	External premises as part of program	See 4c	See 4d	\$0
APSC	APSC Band 1 Talent Development Program	Group based	1 x SES Band 1	68 hours	\$13,000	Complete package	External premises as part of program	See 4c	See 4d	\$0
ODS Management Consulting	Foundations of Leadership	Group based	11 x APS 5-6 1 x EL1 1 x EL2	195 hours 15 hours for 11 x APS 5-6, 1 x EL, 1 x EL2	\$10,630	Complete package	n/a	n/a	n/a	n/a
Yellow Edge	Supportive Leadership	Group based	1 x APS 6 6 x EL1 1 x EL2	120 hours 15 hours for 1 x APS 6, 6 x EL1, 1 x EL2	\$5,500	Complete package	n/a	n/a	n/a	n/a

<b>4) Service provider</b>	<b>a)Name/ nature of the Service</b>	<b>b)One-on-one/ group based</b>	<b>c)Number of employees/ classification</b>	<b>d)Total hours (combined total of all who attended plus breakdown of hours provided where possible)</b>	<b>e)Total amount spent GST Inclusive</b>	<b>f) Description of fees charged</b>	<b>5a) Location used</b>	<b>5b) Number of employees/ classification</b>	<b>5c) Total hours</b>	<b>5d) Location costs</b>
Yellow Edge	Executive Coaching	One-on-One	1 x EL2	2 hours	\$700	Per hour	n/a	n/a	n/a	n/a
Deborah Nanschild	Executive Coaching	One-on-One	1 x EL2	4 hours	\$1,470	Per hour	n/a	n/a	n/a	n/a
Executive Intelligence	Executive Coaching	One-on-One	1 x SES Band 1	6 hours	\$2,500	Per hour	n/a	n/a	n/a	n/a
Yellow Edge	Executive Coaching	One-on-One	1 x EL2	9 hours	\$3,150	Per hour	n/a	n/a	n/a	n/a

6: Please see the Attorney-General's Department's response below. For the remainder of the portfolio, to attempt to provide the level of detail requested for these questions would involve an unreasonable diversion of resources.

Attorney-General's Department

Unless there are extenuating circumstances, should an employee cease employment with the Department within 18 months of approval of a unit of study and not be moving to another APS agency, any studies assistance financial benefit the employee has received from the Department in the previous 18 months must be repaid to the Department as follows:

Employee ceases APS employment within 6 months of approval of a unit of study	100% of financial assistance to be reimbursed by the employee to the Department if financial assistance granted
Employee ceases APS employment within 12 months of approval of a unit of study	75% of costs to be reimbursed by the employee to the Department
Employee ceases APS employment within 18 months of approval of a unit of study	50% of costs to be reimbursed by the employee to the Department

In the case of redundancy, there is no requirement to repay the course fees.

7: Please see the portfolio's response in the tables below.

Attorney-General's Department

Fifty seven employees were approved for graduate or post graduate study. The following table lists the programs for which study assistance was approved.

<b>Program</b>	<b>Employees</b>	<b>Classification</b>
Bachelor of Accounting	1	APS5
Bachelor of Arts	1	EL2
	1	EL1
	1	APS5
	1	APS5
Bachelor of Business Administration	2	APS6
Bachelor of Commerce	1	APS5
Bachelor of Communication in Public Relations	1	APS6
Bachelor of Education	1	EL1
Bachelor of Engineering in Network and Software Engineering	1	APS5
Bachelor of Information Studies (Archives)	1	APS5
Bachelor of Justice Studies	1	APS5
Bachelor of Laws	2	APS6
Diploma of Law	1	APS5
Doctor of Philosophy	1	EL1
Graduate Diploma in Legal Practice	2	APS4
Graduate Diploma of Jurisprudence	1	Legal Officer (APS3-6)
Graduate Diploma of Museum Studies	1	APS5
Honours - Policy and Political Science Part-time	1	APS5

<b>Program</b>	<b>Employees</b>	<b>Classification</b>
Juris Doctor (Law)	2	EL1
Master of Diplomatic Studies	1	Legal Officer (APS3-6)
Master of Emergency Management	1	EL1
Master of Information Technology Project Management	1	EL1
Master of International Affairs	1	Senior Legal Officer (EL1)
Master of Laws	5	EL2
	7	EL1
	6	APS6
	4	APS5
Master of Management / Master of Public Administration	1	APS6
Master of Public Policy	1	EL1
Masters in National Security Policy	1	APS5
Masters of Business Administration	1	EL1
Masters of National Security Policy	1	APS6
Masters of Public Policy Program	1	Senior Legal Officer (EL1)
PhD - Arts	1	APS5
Postgraduate Certificate in Policing, Intelligence and Counter Terrorism	1	APS5

#### Administrative Appeals Tribunal

Six employees were approved for graduate or post graduate study. The following table lists the programs for which study assistance was approved.

<b>Program</b>	<b>Employees</b>	<b>Classification</b>
Bachelor of Laws	1	APS 6
Diploma of Management	1	APS 3/4
Graduate Diploma of Management	1	APS 6
Master of Laws	2	APS 3/4
PRINCE2 Project Management Certification	1	APS 6

#### Australian Crime Commission

Thirty four employees were approved for graduate or post graduate study. The following table lists the programs for which study assistance was approved.

<b>Program</b>	<b>Employees</b>	<b>Classification</b>
Bachelor – Criminology and Criminal Justice	2	APS5
Bachelor – Accounting	1	APS4
Bachelor – Arts (Psychology)	1	EL2
	1	APS5
Bachelor – Communication	1	APS6
Bachelor – Law	1	APS6
	1	APS4
Bachelor – Policing	1	EL1

<b>Program</b>	<b>Employees</b>	<b>Classification</b>
Bachelor Arts, Media and Communications	1	APS5
CPA Program	1	EL1
	1	APS6
	3	APS5
Diploma Applied Anti-Money Laundering/Counter-Terrorism Financing	1	APS5
Diploma of IT Networking	1	APS5
Doctor of Philosophy (Psychology)	1	EL1
Graduate Certificate – Criminology and Criminal Justice	1	EL1
Graduate Diploma – Intelligence Analysis	1	EL1
	1	APS5
Graduate Diploma – Investigations Management	1	EL2
Graduate Diploma – Applied Corporate Governance	1	EL2
Graduate Diploma – Psychology	1	EL1
Master of Information Technology	1	EL1
Master of Investigations	1	EL1
Master of Social Research	1	APS6
Master of Social Work	1	APS4
Master of Strategic Foresight	1	EL1
Master of Translation	1	EL1
Master of Arts (Intelligence Analysis)	1	APS5
Master of Digital Forensics	1	EL1
Master of Policing, Intelligence and Terrorism	1	APS5
Master of Public Policy	1	EL1

Australian Commission for Law Enforcement Integrity

One employee was approved for graduate or post graduate study. The following table lists the programs for which study assistance was approved.

<b>Program</b>	<b>Employees</b>	<b>Classification</b>
Bachelor - Accounting	1	APS5

Australia Council for the Arts

Three employees were approved for graduate or post graduate study. The following table lists the programs for which study assistance was approved.

<b>Program</b>	<b>Employees</b>	<b>Classification</b>
Certified Practising Accountant	1	Australia Council Band 6
Bachelor of Laws	1	Australia Council Band 4
	1	Australia Council Band 3

### Australian Federal Police

Seven employees were approved for graduate or post graduate study. The following table lists the programs for which study assistance was approved.

<b>Program</b>	<b>Employees</b>	<b>Classification</b>
Master of Business Administration	2	SES Band 1
Master of Education	1	SES Band 1
Master of Arts – International Relations	1	SES Band 2
Master of Public Policy	1	SES Band 2
Master of Business Technology	1	SES Band 2
Masters in Leadership and Management	1	Executive Level

### Australian Financial Security Authority

Eight employees were approved for graduate or post graduate study. The following table lists the programs for which study assistance was approved.

<b>Program</b>	<b>Employees</b>	<b>Classification</b>
Master of Business Administration	1	EL1
Master of Laws	1	APS5
Master of Psychology	1	APS6
Graduate Diploma in Business	1	EL1
Bachelor of Accounting	2	EL1 and APS5
Bachelor of Business	1	EL1
Bachelor of Communications	1	APS5

### Australian Institute of Criminology

Two employees were approved for graduate or post graduate study. The following table lists the programs for which study assistance was approved.

<b>Program</b>	<b>Employees</b>	<b>Classification</b>
PhD - Criminology	1	APS6
	1	APS4

### Australian Security Intelligence Organisation

One hundred and twenty one employees were approved for graduate or post graduate study. It is inappropriate to detail the study leave by staffing allocation and the degree or program title for reasons of national security. Note that all courses of study being undertaken by staff contribute to organisational goals and objectives and more broadly to the work being conducted within the national security community.

### Australian Transaction Reports and Analysis Centre

Sixteen employees were approved for graduate or post graduate study. The following table lists the programs for which study assistance was approved.

<b>Program</b>	<b>Employees</b>	<b>Classification</b>
Master of Arts - Intelligence Analysis	1	APS6
	1	EL2
Master of International Security Studies	1	EL1

<b>Program</b>	<b>Employees</b>	<b>Classification</b>
Graduate Diploma in Public Relations	1	APS6
Master of Laws	1	EL1
PhD	1	EL1
	1	APS5
Bachelor of Commerce	1	APS5
MBA Executive	1	EL2
Master of Anti-Money Laundering/Counter-Terrorism Financing (AML/CTF)	1	APS6
Bachelor of Laws	1	APS6
Certified Anti-Money Laundering Specialist (CAMS) Certification	1	APS5
	1	EL1
Cert IV in Compliance Management	1	APS6
Diploma of Applied Anti-Money Laundering/Counter-Terrorism Financing (AML/CTF) Management	1	APS6
Diploma of HR Management	1	APS6

#### Commonwealth Director of Public Prosecutions

Sixteen employees were approved for graduate or post graduate study. The following table lists the programs for which study assistance was approved.

<b>Program</b>	<b>Employees</b>	<b>Classification</b>
Bachelor of Accounting	1	APS6
Bachelor of Law	5	APS3
Bachelor of Law	1	APS4
Bachelor of Laws + Bachelor of Business	2	APS3
Bachelor of Law + Arts	1	APS3
Diploma in Accounting	1	APS5
Juris Doctor	2	APS 4
Masters of Criminology	1	APS4
Practical Legal Training Programme	1	APS3
Master of Education	1	EL1

#### CrimTrac Agency

Four employees were approved for graduate or post graduate study. The following table lists the programs for which study assistance was approved.

<b>Program</b>	<b>Employees</b>	<b>Classification</b>
Master – Management (IT)	1	Executive Level 1
Bachelor – Management	1	APS6
Doctorate – Information Services	1	Executive Level 1
Bachelor – Technology	1	Executive Level 1

#### Federal Court of Australia

Twelve employees were approved for graduate or post graduate study. The following table lists the programs for which study assistance was approved.

<b>Program</b>	<b>Employees</b>	<b>Classification</b>
Graduate Certificate of Communications	1	APS 4
Bachelor of Laws	4	APS 6
	1	Executive Level 1
Masters of Law	2	APS 6
Juris Doctor	1	APS 5
Diploma of Accounting	1	APS 5
Bachelor of Behavioural Science	1	APS 4
Certificate IV in Legal Services	1	APS 4

#### High Court of Australia

One employee was approved for graduate or post graduate study. The following table lists the program for which study assistance was approved.

<b>Program</b>	<b>Employees</b>	<b>Classification</b>
Bachelor of Laws	1	High Court Employee level 4

#### Museum of Democracy/Old Parliament House

Two employees were approved for graduate or post graduate study. The following table lists the programs for which study assistance was approved.

<b>Program</b>	<b>Employees</b>	<b>Classification</b>
Certified Practising Accountant	1	APS3
Bachelor of Politics and International Relations, Bachelor of Law	1	APS3

#### National Archives of Australia

Thirteen employees were approved for graduate or post graduate study. The following table lists the programs for which study assistance was approved.

<b>Program</b>	<b>Employees</b>	<b>Classification</b>
Bachelor – Commerce/Information Technology	1	APS5
Bachelor – Law	1	APS 5
Bachelor – Business Administration	1	EL 1
Bachelor – Liberal Arts (Museums & Collections)	1	APS 5
Bachelor – Cultural Heritage Conservation	1	APS 2
Certified Practising Accountant Program	1	APS 6
PhD – Communications (Information Studies)	1	EL 1
PhD – Art History & Curatorship	1	EL 1
Graduate Certificate – National Security Policy	1	APS 6
Graduate Certificate – Business Management	1	APS 6
Master – Digital Design	1	APS 6
Master – Information Studies	1	APS 6
Master – Public History	1	APS 6

National Library of Australia

Five employees were approved for graduate or post graduate study. The following table lists the programs for which study assistance was approved.

<b>Program</b>	<b>Employees</b>	<b>Classification</b>
Master of Information Technology	1	Executive Level 1
Bachelor of Business Informatics	1	APS5
Master Information Studies	2	APS4
Graduate Diploma of Adult and Vocational Education	1	APS6

National Portrait Gallery

One employee was approved for graduate or post graduate study. The following table lists the programs for which study assistance was approved.

<b>Program</b>	<b>Employees</b>	<b>Classification</b>
Certified Practising Accountant	1	APS6

Office of the Australian Information Commissioner

Five employees were approved for graduate or post graduate study. The following table lists the programs for which study assistance was approved.

<b>Program</b>	<b>Employees</b>	<b>Classification</b>
Master – Public Policy	1	APS 6
Master – Law	1	APS 6
Bachelor – Business/law	1	APS 5
PHD – English	1	APS 6
Master – Arts	1	EL 1

Office of Parliamentary Counsel

One employee was approved for graduate or post graduate study. The following table lists the programs for which study assistance was approved.

<b>Program</b>	<b>Employees</b>	<b>Classification</b>
Cert III - Information and Cultural Services	1	APS4