

Senate Standing Committee on Education and Employment

**QUESTIONS ON NOTICE
Additional Estimates 2013-2014**

Agency - Comcare

Department of Employment Question No. EM0278_14

Senator Ludwig provided in writing.

Question

Comcare- Executive Coaching and Leadership training

In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from Supplementary Budget Estimates in November 2013 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 form 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

1. Total spending on these services

The total spending for these services from 18 November 2013 to date is \$50 978.24, comprising of:

- Executive Coaching \$2040
- Other Leadership Training \$48 938.24.

2. The number of employees offered these services and their employment classification

The number of employees offered these services is 198:

- 1 x SES Band 2
- 1 x SES Band 1
- 131 x Executive Level (EL) 1
- 45 x EL2
- 17 x APS6
- 3 x APS5.

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)

The total number of employees who have utilised these services is 158:

- 1 x SES Band 2
- 1 x SES Band 1
- 98 x EL1
- 38 x EL2
- 17 x APS6
- 3 x APS 5

Study leave information is not centrally held, so to provide details would be an unreasonable diversion of resources.

4. The names of all service providers engaged For each service purchased form 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)

Four service providers were engaged:

Leadership Training

Bull & Bear Special Assignments Pty Ltd

a) Name and nature of the service purchased

- Senior Leadership Program Working Group

- Program design – Change Management and Emotional Intelligence
 - Reporting and meeting preparation
 - Delivery of small group workshops
 - Evaluation report
 - Additional consultation, administration, follow up and design discussions with people team.
- b) *Whether the service is one-on-one or group based*
- Services provided were group based.
- c) *Number of employees who received the service and their employment classification*
- 98 EL1 employees attended the EL1 Forum
 - 45 EL2 employees attended the Comcare Leadership Team/EL2 Forum and the Comcare Small Group Workshops.
- d) *Total number of hours involved for all employees*
- February EL1 Forum was 686 hours (98 participants x 7 hours)
 - February Comcare Leadership Team / EL2 Forum was 337.5 hours (45 participants x 7.5 hours)
 - Comcare Small Group Workshops was 219 hours (73 participants x 3 hours)
 - Comcare Leadership Team / EL2 Forum activities was 556.5 hours
- e) The total amount spent on the service was \$29 942.
- f) Fees were charged per day.

Orijen Pty Ltd

- a) *Name and nature of the service purchased*
- Professional leadership development and mentoring.
- b) *Whether the service is one-on-one or group based*
- Group of eight women from other government agencies.
- c) *Number of employees who received the service and their employment classification*
- 1 x EL1
- d) *Total number of hours involved for all employees*
- 1 x EL1 15 hours
- e) The total amount spent on the service was \$2227.
- f) Fees were charged as a complete package.

Forrester Taylor & Associates Pty Ltd

- a) *Name and nature of the service purchased*
 - Leadership training
- b) *Whether the service is one-on-one or group based*
 - One on one
- c) *Number of employees who received the service and their employment classification*
 - 1 x EL2 and 1 x A/g EL2
- d) *Total number of hours involved for all employees*
 - 1 x EL2 3 hours and 1 x A/g EL2 8 hours
- e) The total amount spent on the service was \$3745.
- f) Fees charged were per hour and package with hourly breakdown.

Executive Coaching

Yellow Edge Pty Ltd

- a) *Name and nature of the service purchased*
 - Executive coaching
- b) *Whether the service is one-on-one or group based*
 - One on One
- c) *Number of employees who received the service and their employment classification*
 - 1 x A/g SES1, 1 x SES1 and 1 x SES2
- d) *The total number of hours involved for all employees*
 - 1 x A/g SES1 – 2 hours, 1 x SES1 – 2 hours and 1 x SES2 – 2 hours
- e) The total amount spent on the service was \$3135.
- f) Fees charged per hour.

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

Other than Comcare's own premises, services were provided at the following locations:

Leadership training

Bull & Bear Special Assignments Pty Ltd

a) *Location used*

- Canberra Rex Hotel

b) *Number of employees who took part on each occasion*

- 98 x EL1s

c) *Total number of hours involved for all employees who took part*

- 7.5 hours

d) *Costs incurred to use the location*

- \$9520

Orijen Pty Ltd

a) *Location used*

- Canberra Federal Golf Club

b) *Number of employees who took part on each occasion*

- 1 x EL1

c) *Total number of hours involved for all employees who took part*

- 15 hours

d) *Costs incurred to use the location*

- Nil

Executive Coaching

Yellow Edge Pty Ltd

a) *Location used*

- Kingston, Canberra and Barton, Canberra

b) *Number of employees who took part on each occasion*

- 1 x SES1 and 1 x SES2

c) *Total number of hours involved for all employees who took part*

- 1 x SES1 2 hours and 1 x SES2 2 hours

d) *Costs incurred to use the location*

- Nil

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?

No 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.

Information on graduate or post graduate study is not centrally held so to provide details would prove to be an unreasonable diversion of resources.