

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**BUDGET ESTIMATES 2012-2013**

Finance and Deregulation Portfolio

**Department/Agency:** Department of Finance and Deregulation  
**Outcome/Program:** General  
**Topic:** Education Expenses

**Senator:** Ryan  
**Question reference number:** F117  
**Type of question:** Written

**Date set by the committee for the return of answer:** Friday, 6 July 2012

**Number of pages:** 2

**Question:**

- a) What are the department/agency's guidelines on study? Please provide details.
- b) 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:**

- a) The Department provides study assistance to staff, as outlined in the *Department of Finance and Deregulation Enterprise Agreement 2011-2014* and in the *Study Assistance Policy*. This includes:
  - Up to \$8,000 (including Fringe Benefit Tax where applicable) per calendar year with payment made in the form of reimbursement upon successful completion of a subject.
  - Up to six hours of study leave per week.
  - Up to two days leave to study for/attend compulsory examinations.

b) Education Expenses for the Department of Finance and Deregulation for this financial year to date (i.e. 1 July 2011 – 30 April 2012):

<b>Type of Course</b>	<b>Total Cost FYTD</b>	<b>Average Cost per Participant</b>	<b>Employment Classification</b>	<b>Number of participants</b>	<b>Amount of Study Leave Granted</b>
Professional Skills Training	\$171,065	\$497	APS1 – SES Band 3	344	Nil
Graduate Development Training	\$77,105	\$708	APS3 – APS5	109	Nil
Career Starter Training	\$29,268	\$1,394	APS1 – APS2	21	Nil
Leadership Training	\$346,594	\$3,768	APS3 – SES Band 1	92	Nil
Executive Coaching	\$26,300	\$1,253	APS4 – SES Band 1	21	Nil
Formal study programs **	\$444,828	\$2,170	APS1 – EL2	205*	APS1: 23 hours APS2: 73 hours APS3: 105 hours APS4: 167 hours APS5: 306 hours APS6: 229 hours EL1: 172 hours EL2: 42 hours Total: 1117 hours
Mentor Training	0	N/A	N/A	0	Nil

\* Number of units reimbursed to date. Some staff have undertaken multiple units.

\*\* The reason for study is for staff to progress toward a relevant formal qualification that align to the needs of the department.

As part of the process to meet the efficiency dividend, Finance is actively exploring options for more efficient and consistent delivery of training.

**Senate Finance and Public Administration Legislation Committee**  
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Finance and Deregulation Portfolio

**Department/Agency:** Australian Electoral Commission  
**Outcome/Program:** General  
**Topic:** Education Expenses

**Senator:** Ryan

**Question reference number:** F117

**Type of question:** Written

**Date set by the committee for the return of answer:** Friday, 6 July 2012

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**Answer:**

- a) The AEC has published internal guidelines covering application and approval of study bank. The AEC aims to support staff to reach their full potential by developing capability via both in house and external schemes of training and/or study. Approval of study bank is discretionary and examines the individual circumstances of the employee, the field of study, its relevance to the AEC, the broader APS and the individual's development goals.
- b) Total educational expenses for the FYTD - \$411,198. Individual data is not available as training costs are grouped.

**Senate Finance and Public Administration Legislation  
Committee**

**ANSWERS TO QUESTIONS ON NOTICE  
BUDGET ESTIMATES 2012-2013**

**Finance and Deregulation Portfolio**

**Department/Agency: ComSuper**

**Outcome/Program:**

**Topic: Education Expenses**

**Senator: Ryan**

**Question reference number: F117**

**Type of question: Written**

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**Number of pages: 2**

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**Answer:**

- a) ComSuper offers Study Bank to its staff under the ComSuper Enterprise Agreement 2011-2014, and addresses whether education costs are reimbursable and potential time off work to attend study. Eligibility is primarily based on the benefits of the study to ComSuper and the agency's operating priorities, as well as factoring in equity issues and input from the applicant's supervisor.

- b) For this financial year to date (1 July 2011 – 30 April 2012), ComSuper has spent \$583,939 on education expenses.

<b>Type of Course</b>	<b>Total Cost FYTD</b>	<b>Average Cost per Participant</b>	<b>Number of participants</b>	<b>Amount of Study Leave Granted</b>
Professional Skills Training	489,674	805	608	Nil
Leadership Training	79,071	1,235	64	Nil
Formal study programs	15,194	949	16	1226 hours

ComSuper declines to answer part of the question (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) as the extraction of the data would require an unreasonable diversion of resources to compile data ahead of the regular financial year reporting cycle.

The reason for study is to provide staff with the skills required to perform their day to day duties.

**Senate Finance and Public Administration Legislation  
Committee**

**ANSWERS TO QUESTIONS ON NOTICE  
BUDGET ESTIMATES 2012-2013**

**Finance and Deregulation Portfolio**

**Department/Agency: Commonwealth Superannuation Corporation**

**Outcome/Program: General**

**Topic: Education Expenses**

**Senator: Ryan**

**Question reference number: F117**

**Type of question: Written**

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**Answer:**

- a) All staff must include professional development as part of their KPIs.
- b) In respect of public monies, for the financial year to date:

<b>Type of Course</b>	<b>Total Cost FYTD (\$)</b>	<b>Average Cost per Participant (\$)</b>	<b>Number of participants</b>	<b>Amount of Study Leave Granted</b>
Professional Skills Training	25,312.38	496.32	51	Nil
Formal study programs	2,795	2,795	1	Nil

The reason for study is to provide staff with the skills required to perform their day to day duties.

**Senate Finance and Public Administration Legislation  
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**ANSWERS TO QUESTIONS ON NOTICE  
BUDGET ESTIMATES 2012-2013**

Finance and Deregulation Portfolio

**Department/Agency:** Future Fund Management Agency

**Outcome/Program:** General

**Topic:** Education Expenses

**Senator:** Ryan

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**Answer:**

- a) Study arrangements are covered by the Agency's professional development policy. Staff are able to apply for support for formal education through the Agency's Training and Development Budget. The applicant's manager and Human Resources considers applications in line with the policy. Employees are required to reimburse formal study expenses met by the Agency if they leave the organisation within 12 months of completing the formal study. Staff are eligible to apply for one day of study leave per subject of formal study. Staff are required to provide evidence of the successful completion of formal study and future support for study is reduced if the employee does not complete or fails a subject.
- b) Total educational expenses for the year 1 July 2011 to 30 April 2012 were \$211,248. The detailed breakdown of educational expenses requested cannot be provided without an unreasonable diversion of resources.