

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY 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: F92

Type of question: Written

Date set by the committee for the return of answer: Friday, 30 November 2012

Number of pages: 4

Question:

- a) Has there been a change to the department/agency's guidelines on study since the 2012-13 Budget Estimates (May 2012)? If yes, 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.
- c) For 2011-12, 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) Yes. The Study Assistance Policy has been amended to provide clearer guidance for managers and employees when seeking or approving study assistance. These amendments include:
- Employees new to Finance (but not the APS and therefore have already passed their probation period) are not eligible for Study Assistance for the first six months of their employment unless it has been specifically negotiated, in writing, as part of their employment offer;
 - To aid work/life balance, approval may only be given for an employee to study up to a maximum of two subjects/units at any one time;
 - Study leave may only be used for the purpose of attending compulsory lectures, tutorials, focus sessions or undertaking group assignment work.

b) For the period 1 July – 30 September 2012

In house courses and tertiary studies

Type of course	Total cost~	Average cost per participant	Number of participants	Participants' Levels	Amount of study leave granted	Study Leave days by Level***
Professional Skills Training	\$16,037.06	\$281.35	57	APS2 1 APS3 2 APS4 5 APS5 12 APS6 12 EL1 17 EL2 8	Nil	N/A
Career Starter Program	\$13,528	\$356	38	APS1 38	Nil	N/A
Graduate Development Program	\$20,839	\$245.20	85	APS3 46 APS4 29 APS5 10		
Leadership Training^	\$76,592	\$922.80	83	APS4 4 APS5 20 APS6 16 EL2 38 SES1 5	Nil	N/A
Executive Coaching	\$2,275	\$758.33	3	APS5 1 EL2 1 SES1 1		
Mentor Training	\$377	\$62.80	6	EL1 2 EL2 1 SES1 2 SES3 1	Nil	N/A
Formal study programs*	\$243,674**	\$1,791.72	136	APS1 2 APS2 4 APS3 10 APS4 16 APS5 37 APS6 22 EL1 35 EL2 9 SES 1	415.16 days	APS1 9.85 APS2 22.54 APS3 48.14 APS4 45.37 APS5 111.46 APS6 84.58 EL1 65.15 EL2 28.07

*The reason for study is for staff to progress towards a relevant formal qualification that aligns to the needs of the department.

** Total cost for formal study programs shows expenses committed to date pro-rated across study periods and includes FBT where applicable. These are estimates only as staff are reimbursed upon successful completion of their unit/subject.

***Not all staff participating in formal study sought study leave.

^ The Leadership Training figures include attendance at training external to Finance as detailed in F93.

~ Some the figures are estimates only as we are awaiting final invoices.

c) For the period 1 July 2011 – 30 June 2012

In house courses and tertiary studies

Type of course	Total cost	Average cost per participant	Number of participants	Participants' Levels	Amount of study leave granted	Study leave days by Level
Professional Skills Training	\$249,956	\$485.35	515	APS1 15 APS2 10 APS3 57 APS4 98 APS5 93 APS6 83 EL1 81 EL2 68 SES1 7 SES2 2 SES3 1	Nil	N/A
Career Starter Program	\$34,094	\$344.38	99	APS1 89 APS3 7 APS6 1 Other# 2	Nil	N/A
Graduate Development Program	\$96,543	\$262.30	368	APS3 224 APS4 89 APS5 49 APS6 2 EL1 4	Nil	N/A
Leadership Training [^]	\$338,535	\$3,134.58	108	APS3 1 APS4 10 APS5 8 APS6 18 EL1 21 EL2 43 SES1 7	Nil	N/A
Executive Coaching	\$26,882	\$1,344.10	20	APS3 1 APS4 1 APS5 2 APS6 1 EL1 3 EL2 8 SES1 4	Nil	N/A
Mentor Training	\$1,074.00	\$97.60	11	APS5 1 EL1 6 EL2 4	Nil	N/A

Formal study programs*	\$697,949.85 **	\$3,597.68	194	APS1	1	1436.58 days	APS1	28.28
				APS2	6		APS2	89.23
				APS3	15		APS3	140.97
				APS4	18		APS4	194.07
				APS5	41		APS5	394.13
				APS6	43		APS6	291.75
				EL1	53		EL1	235.77
				EL2	17		EL2	62.38

*The reason for study is for staff to progress towards a relevant formal qualification that aligns to the needs of the department.

** Total cost shows expenses committed to date pro-rated across study periods and includes FBT where applicable. These are estimates only as staff are reimbursed upon successful completion of their unit/subject.

Delegates from Papua New Guinea attended a training program

^ The Leadership Training figures include attendance at training external to Finance as detailed in F93.

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

Finance and Deregulation Portfolio

Department/Agency: Australian Electoral Commission

Outcome/Program: General

Topic: Education expenses

Senator: Ryan

Question reference number: F92

Type of question: Written

Date set by the committee for the return of answer: Friday, 30 November 2012

Number of pages: 2

Question:

- a) Has there been a change to the department/agency's guidelines on study since the 2012-13 Budget Estimates (May 2012)? If yes, 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.
- c) For 2011-12, 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) No.
- b) Education expense for 1 July– 30 September 2012 was \$126,727. Individual data is not available as training costs are grouped.
- c) Education expense for 2011-12 was \$517,624. Individual data is not available as training costs are grouped.

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

Finance and Deregulation Portfolio

Department/Agency: ComSuper

Outcome/Program:

Topic: Education expenses

Senator: Ryan

Question reference number: F92

Type of question: Written

Date set by the committee for the return of answer: Friday, 30 November 2012

Number of pages: 2

Question:

- a) Has there been a change to the department/agency's guidelines on study since the 2012-13 Budget Estimates (May 2012)? If yes, please provide details.
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Answer:

- a) No.

b) For the period 1 July – 30 September 2012, \$91,846.

Type of Course	Total cost FYTD \$	Average cost per participant \$	Number of participants	Amount of Study Leave Granted (hours)
Professional Skills Training	\$79,971	\$537	149	Nil*
Leadership Training	Nil	Nil	Nil	Nil
Formal study programs	\$11,875	\$1,080	17	766.5 hours

*study leave is normally granted during work hours for formal study programs.

ComSuper is unable 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.

c) For 2011-12, \$583,939

Type of Course	Total cost FYTD \$	Average cost per participant \$	Number of participants	Amount of Study Leave Granted (hours)
Professional Skills Training	\$489,674	\$805	608	Nil*
Leadership Training	\$79,071	\$1,235	64	Nil
Formal study programs	\$15,194	\$949	16	1,226 hours

*study leave is normally granted during work hours for formal study programs.

ComSuper is unable 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
SUPPLEMENTARY BUDGET ESTIMATES 2012-2013

Finance and Deregulation Portfolio

Department/Agency: Commonwealth Superannuation Corporation

Outcome/Program:

Topic: Education expenses

Senator: Ryan

Question reference number: F92

Type of question: Written

Date set by the committee for the return of answer: Friday, 30 November 2012

Number of pages: 4

Question:

- a) Has there been a change to the department/agency's guidelines on study since the 2012-13 Budget Estimates (May 2012)? If yes, please provide details.

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Answer:

- a) No

b)

CSC business team	Course/training	Cost	No of participants	Amount of study leave granted
Investments				
Listed Equities Project Manager	Masters Applied Finance	\$4,188	1	Nil
Sub-Total		\$4,188	1	Nil
Operations				
Portfolio Manager	Economics of Financial Markets	\$2,094	1	Nil
Portfolio Manager	Applied Portfolio Management	\$2,094	1	Nil
Senior Portfolio Manager	Actuaries Industries The Influential Leader	\$30	1	Nil
Sub-Total		\$4,218	3	Nil
HR & Business Services				
Payroll Officer	Payroll Management Certificate	\$860	1	2 days
Senior Executive HR & Business Services	Managing Unacceptable Employee Behaviour	\$199	1	Nil
Sub-Total		\$1,059	2	Nil
Total		\$9,465	6	2 days

All of the courses/training listed above is directly relevant to the employees' work with CSC.

c)

CSC business team	Course/training	Cost	No of participants	Amount of study leave granted
Member & Employer Services				
Manager, Member Services	Wizard - Excel Intermediate	\$309	1	Nil
Sub-Total		\$309	1	Nil
Finance & Technology				
Accountant	Chartered Accountants - Budget & Financial Models	\$704	1	Nil
Accountant	Chartered Accountants - Budget & Financial Models	\$748	1	Nil
Sub-Total		\$1,452	2	Nil

Investments				
Portfolio Manager	Macquarie Applied Finance Course	\$3,950	1	Nil
Portfolio Manager	Forrest Training - Excel Visual Basics	\$709	1	Nil
Sub-Total		\$4,659	2	Nil
Operations				
Senior Investment Operations Analyst	Chartered Accountants Breakfast series	\$768	1	Nil
Senior Performance Analyst	Forrest Training - Excel Visual Basics	\$709	1	Nil
Performance Analyst	Forrest Training - Excel Visual Basics	\$710	1	Nil
Sub-Total		\$2,187	3	Nil
Trustee, HR & Business Services				
Corporate Administrator	ASFA Super Admin: Accumulation	\$825	1	Nil
Senior Executive, Trustee & Business Services	AHRI - HR Practices Day	\$415	1	Nil
Senior Executive, HR & Business Services	AHRI - HR Practices Day	\$613	1	Nil
Corporate Administrator	ASFA Super Admin: Benefits	\$825	1	Nil
Senior Executive, HR & Business Services	Managing Payroll function workshop	\$750	1	Nil
Payroll Officer	Managing Payroll function workshop	\$750	1	Nil
Corporate Administrator	Meeting minutes and resolutions	\$425	1	Nil
Sub-Total		\$4,603	7	Nil
Legal & Risk				
Senior Analyst, Risk & compliance	ASFA RG 146	\$1,800	1	Nil
Analyst, Legal & Compliance	ASFA Super admin Benefits	\$825	1	Nil

Senior Executive, Legal & Risk	Director Awareness Session - Taxation Risk Management	\$0	1	Nil
Sub-Total		\$2,625	3	Nil
Total		\$15,835	18	Nil

All of the courses/training listed above are directly relevant to the employees' work with CSC.

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

Finance and Deregulation Portfolio

Department/Agency: Future Fund Management Agency

Outcome/Program:

Topic: Education expenses

Senator: Ryan

Question reference number: F92

Type of question: Written

Date set by the committee for the return of answer: Friday, 30 November 2012

Number of pages: 1

Question:

- a) Has there been a change to the department/agency's guidelines on study since the 2012-13 Budget Estimates (May 2012)? If yes, please provide details.
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Answer:

- a) No.
- b) Total education and development expenses for the financial year to 30 September 2012 were \$111,853. The detailed breakdown requested cannot be provided without an unreasonable diversion of resources.
- c) Total education and development expenses for the financial year 2011-12 were \$223,055. The detailed breakdown requested cannot be provided without an unreasonable diversion of resources.