

Rural and Regional Affairs and Transport Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2012

Agriculture, Fisheries and Forestry

Question: 8

Division/Agency: People and Service Delivery Division

Topic: Pay Rates

Proof Hansard page: 15

Senator HEFFERNAN asked:

Senator HEFFERNAN: Could you give me the number of people employed under your secretaryship. Could you give me the details of the top 100 employees and their pay rates, and your pay rate.

Dr O'Connell: That is all in the annual report. Yes, we can just take it out of the annual report.

Answer:

As at 31 December 2011, there were 5278 staff (headcount) in Department of Agriculture, Fisheries and Forestry.

As at 31 December 2011, the annual base salary for the top 100 substantive salary earners in the department fall into the following ranges:

- SES Band 3: Average salary \$278 130
 - 3 employees – salaries averaged due to low numbers and privacy reasons
- SES Band 2 \$205 448 to \$220 178
 - 17 employees
- SES Band 1: \$164 80 to \$174 028
 - 50 employees
- Non-SES officers: \$161 695
 - 5 employees who are being maintained on the previous Science Work Level 6 classification
- SES Band 1: \$151 737 to \$160 140
 - 16 employees
- EL2 Officers: \$139 892
 - 9 officers in the Science stream.

As at 31 December 2011, the Secretary's pay rate as set by a determination issued by the Prime Minister was \$504 810. This amount is inclusive of superannuation.

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Agriculture, Fisheries and Forestry

Question: 147

Division/Agency: People and Service Delivery Division

Topic: Biosecurity Services Group Redundancies

Proof Hansard page: 71

Senator COLBECK asked:

1. Provide details of all personnel that have taken redundancies from the Biosecurity Services Group in the last two financial years.
2. What, if any, conditions applied to the redundancies?

Answer:

1. Number of redundancies from the Biosecurity Services Group for each financial year:

2009–10 financial year: twenty-nine (29)

2010–11 financial year: forty (40)

2. There is a period of exclusion from re-employment in the Australian Public Service in accordance with clause 4.4 and 4.4A of the Public Service Commissioner's Directions 1999 and the National Employment Standards. The period varies depending on individual circumstances.

Senate Rural Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates 13 February 2012

Agriculture, Fisheries and Forestry portfolio

Question: 150

Division/Agency: People and Service Delivery Division

Topic: Staffing

Hansard Page: Written

Senator HEFFERNAN asked:

1. How many permanent staff has DAFF recruited this FYTD?
2. What classifications are these staff?
3. How many temporary positions exist or have been created by DAFF this FYTD?
4. This FYTD, how many employees have been employed on contract and what is the average length of their employment period?

Answer:

1. 269 employees - 1 July 2011 to 29 February 2012.
2. APS1, APS2, APS3, APS4, APS5, APS6, EL1, EL2, SES1, SES2, SES3, Indigenous Trainee.
3. The Department of Agriculture, Fisheries and Forestry does not count positions. As at 29 February 2012 there were 450 non ongoing employees.
4. 515 employees have been employed on non ongoing contracts during this period. The average length of their employment period is 4.32 months.

Senate Rural Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates 13 February 2012

Agriculture, Fisheries and Forestry portfolio

Question: 151

Division/Agency: People and Service Delivery Division

Topic: Staffing

Hansard Page: Written

Senator HEFFERNAN asked:

1. How many permanent staff recruited for the year 2010-11?
2. What classification are these staff?
3. How many temporary positions exist or have been created for the year 2010-11?
4. For the year 2010-11, how many employees have been employed on contract and what is the average length of their employment period?

Answer:

1. 568 employees – 1 July 2010 to 30 June 2011.
2. APS1, APS2, APS3, APS4, APS5, APS6, EL1, EL2, SES1, SES2, Indigenous Trainee.
3. The Department of Agriculture, Fisheries and Forestry does not count positions. As at 30 June 2011 we had 308 non ongoing employees.
4. 451 employees were employed on non ongoing contracts during this period. The average length of their employment period was 3.84 months.

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ANSWERS TO QUESTIONS ON NOTICE

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Agriculture, Fisheries and Forestry

Question: 172

Division/Agency: People and Service Delivery Division

Topic: Education Expenses

Proof Hansard page: Written

Senator COLBECK asked:

1. For the year 2010-11, 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, how many participants and the amount of study leave granted to each participant.
2. For the FYTD, 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, how many participants and the amount of study leave granted to each participant.

Answer:

1. The Department of Agriculture, Fisheries and Forestry (DAFF) and portfolio agencies have spent a total of \$5 162 607 on in house courses and tertiary studies for the period 1 July 2010 to 30 June 2011. This cost is divided into general management education expenses to the value of \$3 064 235 and technical education expenses to the value of \$2 098 372. General management training was utilised by staff on 10 410 occasions. Technical training was utilised by staff on 12 762 occasions. The department and portfolio agencies provided 16 514 hours of study leave through studybank or similar programs.

The courses have been divided into two types:

- a) *General management training* to enhance general public service skills, business acumen or leadership including capability development against the Integrated Leadership System.
- b) *Technical training* to enhance technical skills in a particular field of expertise.

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ANSWERS TO QUESTIONS ON NOTICE

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Agriculture, Fisheries and Forestry

Question: 172 (continued)

AGENCY	<i>General management</i>			<i>Technical training</i>		
	Number	Cost pp	Total cost	Number	Cost pp	Total cost
DAFF	9 684	\$562	\$2 462 826	12 417	\$332	\$1 765 127
AFMA	328	\$1279	\$239 913	268	\$1311	\$233 017
APVMA	145	\$1093	\$110 333	59	\$1336	\$75 715
CRDC	11	\$822	\$11 221	-	-	-
FRDC	42	\$2820	\$38 451	-	-	-
GRDC	41	\$2167	\$85 533	1	\$177	\$177
GWRDC	12	\$2348	\$33 460	-	-	-
RIRDC	84	\$1003	\$31 077	15	\$1480	\$15 136
SRDC	1	\$1296	\$1296	-	-	-
WA	3	\$3000	\$9000	1	\$8000	\$8000
WEA	59	\$1026	\$41 125	1	\$1200	\$1200
Total	10 410	\$1583	\$3 064 235	12 762	\$1977	\$2 098 372

2. DAFF and portfolio agencies have spent a total of \$2 440 263 on in house courses and tertiary studies for the period 1 July 2011 – 31 January 2012. This cost is divided into general management education expenses to the value of \$1 375 680 and technical education expenses to the value of \$1 064 583. General management training was utilised by staff on 4206 occasions. Technical training was utilised by staff on 5641 occasions. The department and portfolio agencies provided 12 949 hours of study leave through studybank or similar programs.

The courses have been divided into two types:

- a) *General Management training* to enhance general public service skills, business acumen or leadership including capability development against the Integrated Leadership System.
- b) *Technical training* to enhance technical skills in a particular field of expertise.

AGENCY	<i>General management</i>			<i>Technical training</i>		
	Number	Cost pp ¹	Total cost	Number	Cost pp	Total cost
DAFF	3898	\$567	\$1 192 900	5353	\$368	\$840 459
AFMA	185	\$754	\$56 763	117	\$1213	\$64 584
APVMA	42	\$1341	\$43 111	135	\$1177	\$128 978
CRDC	2	\$2883	\$5765	-	-	-
FRDC	50	\$1042	\$23 729	-	-	-
GRDC	9	\$1883	\$15 359	21	\$1099	\$19 435
GWRDC	-	-	-	-	-	-
RIRDC	11	\$1845	\$26 298	5	\$1132	\$5094
SRDC	2	\$470	\$940	2	\$1145	\$2289
WA	-	-	-	-	-	-
WEA	7	\$1820	\$10 815	8	\$650	\$3744
Total	4206	\$1401	\$1 375 680	5641	\$969	\$1 064 583

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Agriculture, Fisheries and Forestry

Question: 173

Divisions/Agency: People and Service Delivery Division

Topic: Executive Coaching and Leadership Training

Proof Hansard Page: Written

Senator COLBECK asked:

In relation to the purchase of executive coaching and/or other leadership training services purchased by each portfolio department and agency, please provide the following information for the year 2010-11:

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.
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
 - e) The total amount spent on the service
 - f) A description of the fees charged (i.e. per hour, complete package)

Where a service was provided at any location other than the department or agency's own premises, please provide:

- i. The location used
- ii. The number of employees who took part on each occasion
- iii. The total number of hours involved for all employees who took part
- iv. Any costs the department or agency's incurred to use the location.

Answer:

1. The total spending on all executive coaching and leadership training was \$397 753.
2. The total number of employees who are eligible for consideration for executive coaching and leadership training is 2037 employees.

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Question: 173 (continued)

The classifications of these employees are:

- 108 SES employees
- 1200 EL employees
- 729 APS6 employees.

Note: executive coaching is available to employees at the EL2 (or equivalent) and above classification. Leadership training is available to employees at the APS6 (or equivalent) and above classification.

3. Employees utilised these services on 175 occasions:

- On 40 occasions the employees were SES
- On 124 occasions, the employees were EL
- On 11 occasions, the employees were APS classifications.

4. The names of all executive coaching and leadership training service providers are:

- Australian & New Zealand School of Government
- Australian School of Business
- Australian Institute of Company Directors
- Australian Public Service Commission
- Cantlie Career Direction
- Conversations Matter
- Davidson Trahaire Corpsych
- Directions for Change
- EPR Careers
- Executive Forums Australia
- Flinders University
- JennGen Consulting
- RJC and JWJ Consulting
- Learn4Results
- Media Manoeuvres
- Mindscious Group
- Murdoch University
- Mt Eliza Executive Education
- PEP Worldwide
- SHL Australia Pty Ltd
- Step Two Designs
- The May Group
- University of New England Partnerships
- University of Sydney Veterinary Public Health Management
- Yellow Edge.

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Question: 173 (continued)

- a) The name and nature of the service purchased is:
- 32 x coaching services named *Executive Coaching*
 - 1 x coaching service named *Career Coaching*
 - 1 x coaching service named *Coaching for Interview*
 - 1 x coaching service named *Learn 4 Results*
 - 57 x coaching services named *360 Degree Feedback*
 - 2 x leadership services named *CDAC*
 - 1 x leadership service named *LAFIA*
 - 5 x leadership services named *Australian Institute of Company Directors*
 - 1 x leadership service named *Executive Leadership Dimensions*
 - 1 x leadership service named *Executive Level Transition*
 - 1 x leadership service named *Cranlana*
 - 2 x leadership services named *Certificate IV in Government*
 - 1 x leadership service named *Company Directors Course*
 - 1 x leadership service named *Executive Training Course*
 - 1 x leadership service named *Communication with Media*
 - 1 x leadership service named *ANSZOG*
 - 1 x leadership service named *EPR Careers*
 - 1 x leadership service named *Mt Eliza Executive Education*
 - 1 x leadership service named *General Manager Program*
 - 28 x leadership services named *Supporting staff with psychological health issues in the work place*
 - 1 x leadership service named *Public Service Management Program*
 - 1 x leadership service named *Leadership: Managing Change*
 - 1 x leadership service named *Leader to Leader Series*
 - 1 x leadership service named *Transforming Leadership*
 - 1 x leadership service named *Strategic Thinking*
 - 2 x leadership services names *Personal Efficiency Program*
 - 1 x leadership service named *Presentation Skills*.
- b) 59 services provided were one-on-one, 89 services provided were group based.
- c) Please refer to the answer to Question 2.
- d) The total number of hours involved for all employees was 2592 hours.
- e) Please refer to the answer to Question 1.
- f) 14 services were charged on an hourly rate and 134 services were charged as a complete package.

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Agriculture, Fisheries and Forestry

Question: 173 (continued)

- i. The following locations were used:
 - Australian Institute of Company Directors, Sydney
 - Australian Public Service Commission, Canberra and Sydney
 - Cantlie, Manuka ACT
 - Federal Golf Club, Canberra
 - Flinders University, Sydney
 - Medina Executive Apartments, Brisbane
 - Mindscious Group, Wamboin NSW
 - Mt Eliza Business School, Melbourne
 - Murdoch University Education Centre, Murdoch, WA
 - Te Papa Tongarewa, National Museum of New Zealand Wellington
 - The University of Sydney, Sydney NSW
 - The University of New South Wales, Sydney NSW
 - Yellow Edge Offices, Barton ACT.
- ii. One employee took part on each occasion.
- iii. The total number of hours involved for all employees who took part at an external location was 1705 hours.
- iv. There were no additional costs incurred to use these locations.

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Additional Estimates February 2012

Agriculture, Fisheries and Forestry

Question: 174

Divisions/Agency: People and Service Delivery Division

Topic: Executive Coaching and Leadership Training

Proof Hansard Page: Written

Senator COLBECK asked:

In relation to the purchase of executive coaching and/or other leadership training services purchased by each portfolio department and agency, please provide the following information FYTD:

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
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
 - e) The total amount spent on the service
 - f) A description of the fees charged (i.e. per hour, complete package)

Where a service was provided at any location other than the department or agency's own premises, please provide:

- i. The location used
- ii. The number of employees who took part on each occasion
- iii. The total number of hours involved for all employees who took part
- iv. Any costs the department or agency's incurred to use the location.

Answer:

1. The total spending on all executive coaching and leadership training is \$351 186.
2. The total number of employees who are eligible for consideration for executive coaching and leadership training is 2003 employees.
The classifications of these employees are:
 - 98 SES employees
 - 1122 EL employees
 - 783 APS6 employees.

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Agriculture, Fisheries and Forestry

Question: 174 (continued)

Note: executive coaching is available to employees at the EL2 (or equivalent) and above classification. Leadership training is available to employees at the APS6 (or equivalent) and above classification.

3. Employees utilised these services on 190 occasions and their employment classification of these employees are:
 - On 40 occasions the employees were SES
 - On 131 occasions, the employees were EL
 - On 19 occasions, the employees were APS classifications.

4. The names of executive coaching and leadership training service providers are:
 - Australian Institute of Management
 - Australian & New Zealand School of Government
 - Australian National University Centre for Continuing Education
 - Australian National University National Security College
 - Australian Public Service Commission
 - Bull and Bear Special Assignments Pty Ltd
 - Cantlie Career Direction
 - Carruthers Thomas
 - Centre for Public Management
 - Change Forum
 - Comcare
 - Commonwealth Scientific and Industrial Research Organisation (CSIRO)
 - CPA Australia
 - Directions for Change
 - Executive Central
 - Flinders University
 - Focus Coaching
 - Focus Works
 - Global Achievers Company
 - JennGen Consulting
 - Jeff Whalan Learning Group
 - Mindscious Group
 - Mt Eliza/Melbourne Business School
 - nCompass HR
 - PEP Worldwide
 - People Strategy
 - RJC and JWJ Consulting
 - Results Coaching Systems
 - SHL Australia Pty Ltd
 - SJ Browning Consulting
 - The May Group

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Question: 174 (continued)

- Tempo Strategies
 - University of South Australia
 - VT Coach Pty Ltd
 - Wheaten Consulting
 - Yellow Edge
- a) The name and nature of the service purchased is:
- 1 x coaching service named *Focus Coaching*
 - 71 x coaching services named *Executive Coaching*
 - 1 x coaching service named *Career Coaching*
 - 4 x coaching services named *Coaching for Interview*
 - 1 x coaching service named *Winning that SES Job*
 - 3 x coaching services named *Strategic Planning*
 - 1 x coaching service named *The Executive Learning Group*
 - 3 x coaching services named *Coaching - Professional Development*
 - 1 x coaching service named *Personal Efficiency Program*
 - 4 x coaching services named *Results Certificate of Coaching Skills*
 - 3 x leadership services named *Executive Fellows Program*
 - 1 x leadership service named *Public Service Management Program*
 - 2 x leadership services named *Executive Leadership Management*
 - 1 x leadership service named *Executive Level 1 Masterclass*
 - 2 x leadership services named *Leading and Managing Small Teams*
 - 1 x leadership service named *Leadership Dynamics*
 - 1 x leadership service named *New Leadership Horizons*
 - 2 x leadership services named *From Management to Leadership*
 - 2 x leadership services named *Leading Across Boundaries*
 - 1 x leadership service named *Women Presenting Powerfully*
 - 1 x leadership service named *Understanding Work Value*
 - 2 x leadership services named *Promoting Positive Workplace Relationships*
 - 1 x leadership service named *Conflict Resolution for Executive Levels*
 - 3 x leadership services named *Executive Leadership Dimensions*
 - 1 x leadership service named *Accounting for Decision Makers*
 - 1 x leadership service named *2011 Comcare Conference*
 - 1 x leadership service named *Teams and Leadership*
 - 9 x leadership services named *Leading Your Team*
 - 1 x leadership service named *Essentials for New Team Leaders*
 - 4 x leadership services named *Frontline Feedback*
 - 10 x leadership services named *CPA Congress*
 - 1 x leadership service named *Developing High Performance Teams*
 - 18 x leadership services named *Tetramap*
 - 7 x leadership services named *National Security College*
 - 2 x leadership services named *Career Development Assessment Centres*
 - 2 x leadership services named *Change Forum/Difficult Decisions*

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Question: 174 (continued)

- 1 x leadership service named *Senior Executive Renewal*
 - 1 x leadership service named *Leadership Training*
 - 3 x leadership services named *Leading Through Change*
 - 1 x leadership service named *Leading Australia's Future in Asia Pacific*
 - 2 x leadership services named *Executive Leadership Dimensions*
 - 1 x leadership service named *Strategic Thinking and Action*
 - 1 x leadership service named *Leadership Development Program*
 - 1 x leadership service named *Future Thinking and Strategic Development*.
- b) 69 services provided were one-on-one, 105 services provided were group based.
- c) Please refer to the answer to Question 2.
- d) The total number of hours involved for all employees was 3207 hours.
- e) Please refer to the answer to Question 1.
- f) 33 services were charged on an hourly rate and 141 services were charged as a complete package.
- i. The following locations were used:
- National Convention Centre, Canberra, ACT
 - Mt Eliza Business School, Melbourne, VIC
 - Australian Public Service Commission, Woden ACT
 - Yellow Edge, Barton, ACT
 - Centre for Public Management, Bowral NSW
 - Australian National University, Canberra, ACT
 - ANZSOG, Melbourne, VIC
 - LAFIA –Papua New Guinea, Vanuatu and Samoa
 - Old Parliament House, Canberra, ACT
 - Novotel North Beach Wollongong, NSW
 - Park Royal, Brisbane, QLD
 - CPA, Canberra, ACT
 - Mindscious Group, Wamboin NSW
 - Flinders University, Sydney, NSW
 - The Lobby Restaurant, Canberra, ACT
 - The Change Forum, Cairns, QLD
 - Melbourne Convention Centre, Melbourne, VIC
 - Australian Institute of Management, Canberra, ACT
 - Peppers Manor House, Sutton, NSW
 - Ernest and Young Office, Canberra, ACT
 - Melbourne University, Melbourne, VIC
 - Results Coaching Office, Melbourne, VIC

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Agriculture, Fisheries and Forestry

Question: 174 (continued)

- Cantlie, Manuka, Canberra ACT
 - SHL Office, Barton, ACT
 - Parliament House, ACT.
- ii. One employee took part on each occasion.
- iii. The total number of hours involved for all employees who took part at an external location was 2711 hours.
- iv. There were no additional costs incurred to use these locations.