

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates 11-14 February 2013

Prime Minister and Cabinet Portfolio

Department/Agency: Department of the Prime Minister and Cabinet

Outcome/Program: 1.1.3 Support Services for Government Operations

Topic: Staffing

Senator: Senator Ryan

Question reference number: 49

Type of Question: Written

Date set by the committee for the return of answer: 2 April 2013

Number of pages: 2

Question:

How much was spent on 2013 Graduate Training? Provide details of what training was provided, why and the estimated cost for each.

Answer:

Expenditure on 2013 Graduate Training totals \$114,614.50. The training provides Graduates with the skills and knowledge to be able to perform effectively in the APS, and is also based on evaluation and feedback from previous programs. The expenditure comprises:

<u>Training:</u>	<u>Cost</u>
Working with Ministers and Parliament	Nil – internally run
APS Code of Conduct, APS Values and Behaviours	Nil – internally run
Performance Management – Your Responsibilities	Nil – internally run
PM&C Craft and Key Priorities	Nil – internally run
Completely Organised	\$17,952.00
Museum of Australian Democracy Tour	\$48.00
Parliament House Question Time	Nil – internally run
Effective Writing	\$1,661.50
Writing for Ministers	\$1,661.50
Practical Resilience	\$6,468.00
Plan to Write Strategically	\$1,661.50
Budget Processes	Nil – internally run
QTB/QON – How to Write Briefs	Nil – internally run

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Introduction to Policy Development	\$1,661.50
Workplace Health and Safety	Nil – internally run
Fraud Awareness	Nil – internally run
Freedom of Information and Privacy	Nil – internally run
Risk Management	Nil – internally run
Multicultural Awareness	Nil – internally run
Frontiers in Policy	\$1,661.50
Convincing Cabinet	Nil – internally run
How to Set Goals and Performance Plans	\$2,007.50
APSC training: A Taste of Government, The Great APS Graduate Debate, The APS Panel Discussion, and Candid Reflections from inspiring APS Leaders	\$10,374.00
How to Work Well in a Team	\$2,007.50
How to Communicate Effectively	\$2,007.50
Project Management	\$5,060.00
How to Influence and Persuade	\$2,007.50
How to Deliver Presentations	\$2,007.50
How to Manage Conflict	\$2,007.50
Enhancing Your Performance in the APS	\$13,920.00
Career Directions Workshop	\$27,240.00
Embracing Stakeholder Management	\$13,200.00
<hr/> TOTAL	<hr/> \$114,614.50