

Senate Finance and Public Administration Legislation Committee
ANSWER TO QUESTION ON NOTICE
Prime Minister and Cabinet Portfolio
Department of Climate Change
Budget Estimates Hearing–May 2009

Written question reference: CC22a-c

Outcome/Output: Outcome 1, Output Group 1.1 – Response to climate change

Topic: CC22a-c - Staff training

Hansard Page: Not relevant for written QoN

Question: (Senator Birmingham)

- a) In relation to both Departmental and Ministerial staff, please provide details of staff training activities undertaken by the Department of Climate Change this financial year, and planned for next financial year.
- b) Please provide a breakdown of costs, the nature of the training programs run, numbers of staff involved by level of employment and any instances of external consultants being engaged.
- c) Where external consultants were engaged, please detail their expertise and the specific deliverables of the program.

Answer:

Details of training provided by the Department for 2008-09 is provided at Attachment A and for 2009-10 is provided at Attachment B. This training was for departmental staff only.

Courses run in 2008-09 financial year

Reference	Course Title	Course Deliverables	Course Presenter	Presenter's Expertise	Classification Level of Course Participants	Cost	Number of participants
1	Introduction to Economics	Introduction to the World of Economics, Scarcity and Choice, The Market Mechanism, Production and Firms, Market Failure and Government Intervention, A Taste of Macroeconomics.	Professor Tim Hatton	Expert in this field	APS 4 - EL2	12,000.00	6
2	Policy Advising Course	Policy and its context, Policy formulation and assurance, Policy advising: Communication, persuasion.	Greg Smith	Adjunct Professor, Economic and Social Policy, Australian Catholic University	APS 5 - EL2	11,531.40	42
3	Optimal Obfuscation - Writing	Business Writing	Tom Nankivell	Tom has worked on-and-off with the Commission for nearly 20 years, including stints on inquiries, in the Office of Regulation Review and now in the general research division.	APS 5 - EL2	2,000.00	11
4	Professional Development for Executive Assistants	Lay the foundation for the development of skills for ongoing success, identify and apply the necessary skills needed to be successful in your current role.	Clarius Group	Clarius is a leading specialist provider of contracting and recruitment services to corporate and government organisations across the Asia Pacific region.	APS 4-6	3,500.00	10

Attachment A

	Course Title	Course Deliverables	Course Presenter	Presenter's Expertise	Classification Level of Course Participants	Cost	Number of participants
5	Climate Change 101	An introduction to the science and implications of climate change and to policy development and emerging strategies to address our vulnerability to climate change.	ANU	Dr Janette Lindesay is Associate Professor of Climatology in The Fenner School of Environment & Society at the Australian National University, and is a Deputy Director of the ANU Climate Change Institute	APS 5- EL2	41,250.00	24
6	Executive Level Leadership Development Program	Develop leaders who can operate collaboratively and establish cohesive networks, broaden participants perspectives and cross lines of specialisation, improve ability of EL managers to lead teams and understand their management responsibilities.	Palm Consulting	Experienced facilitators of SES and EL Leadership programs	EL1 -EL2	53,684.78	20
7	Giving and Receiving Feedback	Refresher on the topic, providing pointers to managers so they can confidently enter into discussions with their staff at Performance Agreement review.	People Foundations	Experienced facilitator of Performance Management programs	EL1 -EL2 & SES	5,390.00	60
8	SATIN Training	Learn how to access SATIN	DFAT	System used by DFAT	APS 4 - EL2	3,740.00	17
9	Outlook Training for EAs	Learn how to use Outlook	Acorn Training	Experienced facilitators	APS 4-5	1,116.64	4

Attachment A

	Course Title	Course Deliverables	Course Presenter	Presenter's Expertise	Classification Level of Course Participants	Cost	Number of participants
10	Career Development Assessment Centre	Career Development – fast tracking EL2 employees who demonstrate exemplary standards of leadership in the SES.	APSC	Experienced facilitators	EL2	51,700	4
11	Smart Reading Skills - APSC	Smart Reading Skills - APSC	APSC	Experienced facilitators	EL1	550.00	1
12	Excel Training	Learn how to use Excel	Acorn Training	Experienced facilitators		495.00	1
13	From Management to Leadership	From Management to Leadership – Directed at experienced public service managers with responsibility for managing staff and achieving outcomes in a changing public service. The course covers management, leadership and emotional intelligence.	Centre for Public Sector Management	Experienced facilitators	EL1	9,705.00	2
14	SES Hypothetical Network	SES Hypothetical Course - APSC	APSC	Experienced facilitators	EL1 x 1 APS6 x 1	270.00	2
15	Public Speaking for Women	Public Speaking for Women	ANU	Experienced facilitators	EL1	795.00	1
16	Diplomacy Course	Diplomacy Course	ANU	Experienced facilitators	EL1	1,080.45	1

Attachment A

	Course Title	Course Deliverables	Course Presenter	Presenter's Expertise	Classification Level of Course Participants	Cost	Number of participants
17	SATIN Cable Writing Skills	Learn how to write cables	Peter Rodgers	ex-DFAT, journalist	EL1	1,922.17	4
18	Project 2007 Essentials	Understanding of Project Professional 2007	Wizard Corporate Training Pty Ltd	IT Business System Training	APS4 to EL2	20,426.40	34
19	SharePoint Server Essentials	Understanding of the basics of SharePoint Server	Wizard Corporate Training Pty Ltd	IT Business System Training	APS6 to EL1	3,316.50	5
20	Oracle BPA Suite Architect Basic Training	Understanding of the concepts of business process management and how to effectively use the Oracle BPA Tool.	Phillip Kazanis/Alastair Brooke from Leonardo Consulting (2 training courses)	Extensive experience in Business Process Management (PBM) methodologies and consulting in the software	APS 5 - EL1 and contractors	17,326.00	20
21	Certificate IV in Government (Statutory Compliance) Training	Certificate IV in Government (Statutory Compliance) Training	Investigation Compliances & Enforcement Training Systems	Experienced facilitators	APS5, 6 and EL1	12,000.00	8

Attachment A

	Course Title	Course Deliverables	Course Presenter	Presenter's Expertise	Classification Level of Course Participants	Cost	Number of participants
22	Leading Across Boundaries	Leading Across Boundaries – Challenging contemporary leadership development and analysis program specifically designed for Senior Executive Service (SES) Band 2 Officers.	APSC	Experienced facilitators	SES2	7,136.36	1
23	Career Directions Workshop	Career Directions Workshop – Provides participants with new perspectives on the APS Integrated Leadership System (ILS). The program consists of self-assessments on leadership strengths and challenges, and identifies options for improving leadership skills.	APSC	Experienced facilitators	APS5	977.27	1
24	Coaching Session	Coaching Session – One on one coaching sessions tailored to assist managers with development of management techniques.	Interaction Consulting Group	Experienced facilitators	EL1	703.64	2
25	Win That Job	Learn how to prepare, structure and write an application and practice interview skills needed when applying for an APS positions.	Bayley and Associates Pty. Ltd	Experienced facilitators	Graduates - APS Level 3	3,116.00	14
26	Graduate induction	Introduction to working in the APS & DCC	Departmental Staff	Knowledge of APS and departmental	Graduates - APS Level 3	N/A	14

Attachment A

	Course Title	Course Deliverables	Course Presenter	Presenter's Expertise	Classification Level of Course Participants	Cost	Number of participants
27	APSC A Taste of Government,	Provide insight into the workings of the Australian Public Service (APS) and how it operates in relation to Ministers, Government and in a policy setting.	Terry Moran AO & Lynelle Briggs	Mr Moran commenced as the Secretary of the Department of the Prime Minister and Cabinet on 3 March 2008. Ms Briggs is the Australian Public Service Commissioner.	Graduates - APS Level 3	770.00	14
28	Writing for the APS	Introduction to the variety of documents written in the APS and expose participants to the different public service writing styles.	Yole Daniels - Interaction Consulting Group Pty. Ltd	Experienced facilitators	Graduates - APS Level 3	4,900.00	14
29	Outlook 2007 Advanced	Training on the different advanced functions of Outlook 2007	Wizard Corporate Training Pty.Ltd	Wizard specialises in IT training	Graduates - APS Level 3	2,279.20	14
30	Excel Intermediate	Customised Microsoft Excel training at the intermediate level	Wizard Corporate Training Pty.Ltd	Wizard specialises in IT training	House of representatives	4,389.00	14
31	Planning and project management workshop	Using project management approaches and tools to achieve business deliverables	Nigel Bailey, KPMG	Project management and planning methodology'	APS 5 -SES	1,320.00	22

Attachment A

	Course Title	Course Deliverables	Course Presenter	Presenter's Expertise	Classification Level of Course Participants	Cost	Number of participants
32	PEP Course [Personal Efficiency Programme]	5 x 4 day sessions over 6-8 weeks of team based and individual coaching to deliver enhanced skills in working efficiently and effectively in a busy and dynamic work environment including:- <ul style="list-style-type: none"> • planning and project management; • team work; • managing the electronic environment (email). 	PEP Worldwide - several Presenters	PEP is worldwide and provides experienced presenters with professional HR and Australian Public Service management backgrounds. PEP has been used extensively by Government Departments and Agencies across Australia and New Zealand.	APS 3- SES	70,125.00	35
33	Clean Development Mechanism (CDM) Performance Reform Options	Expert presentations & discussions	Alex Michaelowa - Perspectives, Gmbh (Germany)	Member UN IPCC, CDM Board	APS 6- SES	2,000.00	23

Proposed courses for 2009-10

Course Title	Course Deliverables	Course Presenter	Presenter's Expertise
Critical Thinking	Critical Thinking is essential given the role of DCC staff in problem solving, conducting policy analysis that draws on quantitative data or technical approaches related to climate change, developing policy documents and briefings based on high quality and rigorous analysis, as well as coordinating high level corporate documents and responding to ministerials	Yanna Rider	Over 10 years experience facilitating courses on Critical and Strategic Thinking
Writing	Cogency, structure, clarity, accuracy and completeness of written communication, and conformity with Departmental, Minister's Office and APS requirements for all documents, including briefings, ministerials and other letters	Yanna Rider	Over 10 years experience facilitating courses on Critical and Strategic Thinking
Project 2007 Essentials	Understanding of Project Professional 2007	Wizard Corporate Training Pty Ltd	IT Business System Training
SATIN Cable Writing Skills	Learn how to write cables	Peter Rodgers	ex-DFAT, journalist
Brief Writing Skills	Learn how to write briefs	Peter Rodgers	ex-DFAT, journalist
Teams and Leadership for Executive Assistants	Help develop knowledge and ability to manage people and situations better and gain a better understanding of the changing public sector	Centre for Public Management	Have specific training developed
Introduction to the Senate, 17 July & 27 August 2009	This seminar provides an introduction to Australia's system of parliamentary government with particular emphasis on the role of the Senate	The Senate	The Senate
Project Management & Development	Examines all aspects of the project cycle and enables participants to deliver results on time and on budget	Bayley and Associates Pty Ltd	Have specific training developed for project management
Policy Development	Introduction to the skills required for policy formulation and advice including effective research, analytical thinking and policy management	Greg Smith	Adjunct Professor, Economic and Social Policy, Australian Catholic University
Budget & Financial Essentials	Develop participants understanding of the Australian Government's budget processes and financial framework	To be confirmed	To be confirmed

Attachment B

Course Title	Course Deliverables	Course Presenter	Presenter's Expertise
Leadership development	Assess participants capabilities and behaviours against the Integrated Leadership System (ILS). Identifies areas for further development and how to address these development needs	To be confirmed	To be confirmed
2010 Graduate Program	Program will be designed to build capability in the 2010 graduate intake	Various – to be confirmed	To be confirmed