

## Estimates Committee 2007

### Questions Taken On Notice

( 20/06/2006 to 31/08/2006 )

Date: 26/06/2007 Output: 2  
Sub Output: 2.1  
Subject: Training Undertaken by Electorate Officers

**From:** Mr Gerry Wood to Honourable Jane Lesley AAGAARD  
Department of the Legislative Assembly

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**Question:** **1-12**  
What office training courses were made available to electorate officers during the year and what percentage of electorate office staff availed themselves of those courses?

**Answer:**  
Answered On: 29/06/2007  
Answer: The Department of Corporate and Information Services facilitates the development of a range of training programs through a panel of external training consultants.  
These programs are available on the DCIS website, and notifications of upcoming programs are circulated to Electorate Officers on a regular basis by the Department of Legislative Assembly HR Manager. A list of programs offered in 2006-07 is attached.  
Nine Electorate officers attended a total of thirteen training programs/courses. This is a percentage of 36%.

Question on Notice 1- 12

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## Attachment

## JULY 2006 – DEC 2006

<b>COURSE</b>	<b>DURATION</b>	<b>COST</b>	<b>DESTINATION</b>
<b><i>Personal Effectiveness</i></b>			
Clear Writing	3 hours	\$150.00	Darwin Alice Springs
Counselling Skills for those who support other staff	1 day	\$200.00	Alice Springs
Design your own Career Path (Polson NT)	1 day	\$240.00	Darwin Alice Springs
Effective Job Apps & Interview Skills (Action Ideas)	1 day	Nil	Darwin Katherine Alice Springs
EQ – Creating & sustaining effective working relationships	2 days	\$390.00	Alice Springs
Facilitation Skills	2 days	\$420.00	Darwin
Managing Conflict	2 days	\$300.00	Alice Springs
Ministerial Briefings	2 days	\$335.00	Darwin Katherine
Project management	2 days	\$360.00	Darwin
Superannuation & Retirement Seminar	3 hours	\$40.00	Darwin
Self Management	1 day	\$180.00	Darwin Alice Springs
Six Thinking Hats	1 day	\$325.00	Darwin
Springboard	4 days	\$620.00	Darwin Alice Springs
Winning the Job	1 day	\$190.00	Darwin
Writing for Better Outcomes	2 days	\$430.00	Darwin
<b><i>Leadership &amp; Management</i></b>			
Effective Supervision Skills	2 days	\$310.00	Darwin Katherine Alice Springs
Staff Selection, Induction and Retention	2 days	\$275.00	Darwin
Staff Selection for Chairpersons	1 day	\$195.00	Darwin Katherine Alice Springs
<b><i>Governance</i></b>			
Job Evaluation System (OCPE)	3 days	Nil	Darwin Alice Springs
JES Refresher	1 day	Nil	Alice Springs
How to write a JAQ (Turning Point)	1 day	\$210.00	Darwin Alice Springs
Understanding & developing Policy Part 1	1 day	\$190.00	Darwin Alice Springs
Understanding & Developing	1 day	\$190.00	Darwin

Policy Part 2			Alice Springs
Finance for Non Finance Managers	2 days	\$400.00	Darwin
Debriefing Tenderers	2 hours	\$80.00	Darwin Nhulunbuy Alice Springs
<b>Accredited Training and RPL/RCC Assessment</b>			
Diploma in Bus Frontline Management	6 days	\$1250.00	Darwin
Procure Goods & Services	1 day	\$250.00	Darwin Alice Springs
Diploma of Govt – Financial Service	5 days	\$1100.00	Darwin
Certificate IV in Govt – Procurment	5 days	\$1100.00	Darwin
Diploma of Govt – Contract management	5 days	\$1100.00	
Better E-mailing	3 hours	\$150.00	Darwin Alice Springs

### **JANUARY 2007 – JUNE 2007**

<b>COURSE</b>	<b>DURATION</b>	<b>COST</b>	<b>DESTINATION</b>
<b>Personal Effectiveness</b>			
Dealing with difficult people and situations	½ day	\$115.00	Darwin Katherine Tennant Creek
Managing Conflict	2 days	\$380.00	Darwin Alice Springs
Mediation/Dispute Resolution	4 days	\$600.00	Darwin
Ministerial Briefings	2 days	\$360.00	Darwin
Money Skills	3 hours	\$50.00	Darwin Katherine Alice Springs
Project Management	2 days	\$350.00	Darwin Katherine Alice Springs
Superannuation \$& Retirement Seminar	3 hours	\$50.00	Darwin Katherine Alice Springs
Winning the Job	1 day		Darwin
Improve your Writing Skills	2 days	\$350.00	Darwin
<b>Leadership &amp; Management</b>			
Effective Supervision Skills	2 days	\$350.00	Darwin Alice Springs
HR Skills for Managers	2 days	\$385.00	Darwin
Staff Selection, Induction and Retention	2 days	\$320.00	Darwin Alice Springs
Staff Selection for Chairpersons	1 day	\$200.00	Darwin

<b>Governance</b>			
Job Evaluation System	3 days		Darwin
Debriefing Tenderers	2 hours	\$90.00	Darwin Alice Springs
Understanding & Developing Policy Part 1	1 day	\$215.00	Darwin
Understanding & Developing Policy Part 2	1 day	\$215.00	Darwin
<b>Accredited Training and RPL/RCC Assessment</b>			
Diploma in Business (Frontline Management)	9 days plus coaching	\$3250.00	Darwin Alice Springs
Procure Goods and Services	1 day	\$380.00	Darwin Katherine Alice Springs Tennant Creek
Advanced Diploma of Government (Strategic Procurement)	6 days	\$2300.00	Darwin
Developing Specifications and Tender Document	2 days	\$530.00	Darwin Alice Springs
Navigator	4 days	\$720.00	Darwin