

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
BUDGET ESTIMATES 2014-15

Finance Portfolio

Department/Agency: Finance

Outcome/Program: 3/3.1

Topic: Training courses for Members of Parliament (Staff) Act 1984 employees

Senator: McKenzie

Question reference number: F69

Type of question: Hansard, F&PA Committee, Page 79, 29 May 2014

Date set by the committee for the return of answer: Friday, 11 July 2014

Number of pages: 2

Question:

Senator McKENZIE: My questions go to training courses for staff. Can you outline the types of training courses offered to staff.

...

Ms Baker: There is a whole raft of training provided to MOPS Act employees by the department—vocational, WH&S, first aid. I do not have a fulsome list with me. I can take that on notice, if you like.

Senator McKENZIE: If you could, that would be great. In terms of the wide range of courses that are held, could you actually outline for the committee the raft of those courses that have been offered since the election?

Ms Baker: Off the top of my head, no.

Senator McKENZIE: Is there a role in training in the program?

Ms Baker: Yes, there is. There is a professional development program that is, on my understanding or recollection, a calendar year program. Staff are informed of the different types of training on the MAPS intranet site. There would be a calendar. There are various courses. I can take that again on notice for you.

Answer:

Professional Development Program

The 2014 PDP calendar can be found on the [Ministerial and Parliamentary Services website](#) and includes the following courses:

- Writing Speeches with Impact;
- Giving and Receiving Feedback;
- The Budget Process;
- WHS Legislation;
- Preventing and Responding to Workplace Bullying;
- Manager Awareness, Impact and Action: Mental Health in the Workplace;

- Supportive Communication;
- Building your Resilience in the Workplace;
- Media Skills;
- Advanced Media Skills;
- Managing a Small Team;
- Know Your Entitlements and WHS Obligations;
- Office Management;
- Plain English Essentials;
- Administrative Law for non-Lawyers;
- The *Privacy Act (1988)* – What you need to know at work; and
- Effective Time Management.

Work Health and Safety Program

The Work Health and Safety program offers MOP(S) Act employees online training via the Ministerial and Parliamentary Services website. Current courses are:

- Bullying and Harassment in the Workplace;
- Preventing slips, trips and falls;
- Safety when working alone and out of the office;
- Ergonomic and Manual Handling; and
- Safe Travel.

In addition, training is provided for WHS Site Officers, First Aid Officers and Emergency Officers nominated by Senators and Members, to support them to fulfil their roles.

Ad hoc Training

Ad hoc training is available to MOP(S) Act employees with the support of their employing Member, subject to approval from the relevant Entitlements Manager.

Computer Training

All MOP(S) Act employees have access to training in the standard computer systems and software applications provided within Senators and Members' offices. This training is administered by the Department of Parliamentary Services.