

**Senate Finance and Public Administration Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

Additional Estimates 24-28 February 2014

Prime Minister and Cabinet Portfolio

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** 1.1 Prime Minister and Cabinet

**Topic:** Media training

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 169

**Type of Question:** Written

**Date set by the committee for the return of answer:** 11 April 2014

**Number of pages:** 3

**Question:**

1. In relation to media training services purchased by each department/agency, please provide the following information from 7 September 2013 to date:
  - a) Total spending on these services
  - b) an itemised cost breakdown of these services
  - c) The number of employees offered these services and their employment classification
  - d) The number of employees who have utilised these services and their employment classification
  - e) The names of all service providers engaged
  - f) the location that this training was provided
2. For each service purchased from a provider listed under (1), 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 (provide a breakdown for each employment classification)
  - d) The total number of hours involved for all employees (provide a breakdown for each employment classification)
  - e) The total amount spent on the service
  - f) A description of the fees charged (i.e. per hour, complete package)
3. Where a service was provided at any location other than the department or agency's own premises, please provide:
  - a) The location used
  - b) The number of employees who took part on each occasion

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- c) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
- d) Any costs the department or agency's incurred to use the location

**Answer:**

1.

- a) The total anticipated spend on media training services from 7 September 2013 to 28 February 2014 is \$8,900 (including GST).
- b) The itemised anticipated cost breakdown of these services is:
  - *Media Manoeuvres* \$5,400 (including GST).
  - *Laurie Wilson and Associates Pty Ltd* \$3,500 (including GST).
- c) Media training was offered to 11 staff at the APS5 to SES Band 2 levels.
- d) The media training was utilised by 11 staff at the APS5 to SES Band 2 levels.
- e) *Media Manoeuvres* and *Laurie Wilson and Associates Pty Ltd* were engaged to provide the services.
- f) The training was provided in Canberra.

2) In respect to *Media Manoeuvres*:

- a) The name of the program was *G20 Media Liaison Skills* and the nature of the program was to develop media liaison skills.
- b) The training provided was group based.
- c) Six employees received the training - two APS5, two EL1 and two EL2 officers.
- d) Forty-two hours in total were provided, with each employee receiving 7 hours of training.
- e) The total anticipated amount spent on this service was \$5,400 (including GST).
- f) The fees charged were per person.

2) In respect to *Laurie Wilson and Associates Pty Ltd*:

- a) *Laurie Wilson and Associates Pty Ltd* conducted a program focusing on media awareness and media skills training for the public sector for SES officers supporting the G20 in Australia.
- b) The training provided was one-on-one.

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- c) Five employees received the training – three SES Band 1 and two SES Band 2 officers.
- d) Nine hours in total were provided, with the breakdown outlined below:

SES Band 1	1 hour
SES Band 1	1 hour
SES Band 1	3 hours
SES Band 2	1 hour
SES Band 2	3 hours

- e) The total anticipated amount spent on this service was \$3,500 (including GST).
- f) The fees charged were per person.

3)

- a) All training was undertaken onsite using the Department of the Prime Minister and Cabinet and the Treasury's facilities in Canberra.
- b) and c) The department does not record the training location data in a way that would readily allow answers to be provided for this question. To attempt to provide this level of detail would be an unreasonable diversion of departmental resources.
- d) There was no cost incurred to use the premises.