



# Te Kawa Mataaho

Public Service Commission

16 June 2021

9(2)(a)  
privacy

Dear 9(2)(a) privacy

## Official Information Request Our Ref: OIA 2021-0059

I refer to your official information request received on 18 May 2021 where you requested:

*"I would like to request under the Official Information Act, a list of all extra courses offered to staff. This should include a list of courses by name, and broadly what the aim of the course is, how much they cost, and how many staff members were involved. Also if they are compulsory or not."*

On 24 May 2021, we emailed you to clarify what you determined to be an extra course and the time period you were requesting this information for. You confirmed you wanted information pertaining to any course offered to staff over the past 12 months.

### Information being released

At Te Kawa Mataaho Public Service Commission (the Commission) we aim to be a development and opportunity rich organisation, part of our employee value proposition. This helps us to attract and retain talented and driven people to work in the Public Service. We provide a range of development opportunities to enable staff to grow within their current role and as they work towards their career aspirations. These opportunities can be identified by managers or by individuals. We do not have a comprehensive list of all courses undertaken by staff nor do we have a prescriptive list from which staff may choose. We do, however take advantage of a range of courses, conferences and seminars offered by internal and external providers, such as the Leadership Development Centre, Diversity Works, the Australia and New Zealand School of Government and various universities.

Please find listed in the table below, all the courses undertaken by staff at the Commission during the period May 2020 to April 2021. For the purpose of this request, we have interpreted courses to include any courses, conferences, seminars and external coaching. The costs listed against each course is the total amount paid. The only course listed in the below table that was mandatory for staff was the addressing bias training. As noted above, this list is not comprehensive and only accounts for those courses organised and funded by the Commission.

Item	Course	Description	Cost	Staff Number
1	New People Leader Cohort 2	This course is for staff new to the people leader role and covers the initial elements of leaders required to	\$1,250	1

		successfully step into a public service leadership role.		
2	New People Leader Cohort 3	This course is for staff new to the people leader role and covers the initial elements of leaders required to successfully step into a public service leadership role.	\$1,250	1
3	Maori Cultural Awareness	Foundational te reo, tikanga Māori and Te Tiriti o Waitangi   the treaty of Waitangi	\$15,925	60
4	Addressing Bias (online training)	Understand and address bias in the workplace	\$3,780	120
5	Master your mind	Key components of resilience	\$280	2
6	Jeff Whalan Learning Group	Works with public sector CEOs and senior executives from Australia and New Zealand to help them improve their capability and performance.	\$14,836	2
7	XL One Training Course	The purpose of this training is to provide the ability to design, configure, maintain and run My XLOne and XLOne Workbook reports within TechnologyOne Corporate Performance Management.	\$735	1
8	Web Design	Web Design	\$300	1
9	Sharepoint Online for Admin Auldhouse Computer Training	Sharepoint Training Package	\$2,550	1
10	First Aid - The Order of St John - National Office	First Aid Training Course	\$311	2
11	H&S Training Workers Education Trust Kaimahi Matauranga	Health and Safety (H&S) training for work safe representatives	\$1,380	1
12	Labour Economics Course	The determinants of wages and employment; education and training; immigration; inequality and discrimination; incentives, careers and contracts; collective bargaining; economic aspects of employment law; unemployment and labour market policies.	\$500	1
13	Business writing course (Write.co.nz)	Helping to connect with readers with plain language	\$6,120	10
14	M365 Training	Microsoft 365 training package	\$2,000	1
15	Early in Careers H&S practitioners	Core Competency Programme designed for new H&S practitioners who are starting their careers in health, safety, and wellbeing.	\$1,165	1

16	Inhouse Lawyers Association conference	This conference provides the opportunity to canvass a wide range of issues relevant to in-house lawyers – legal, practice management and soft skills sessions – in the understanding that uncertainty is the “new normal”.	\$2,400	2
17	Lawyers in Government Conference Mar 21	Annual conference for New Zealand lawyers that work in government sectors	\$750	3
18	AWEL seminar	Law Seminar	\$230	1
19	Vic Uni public law event	Law Seminar	\$250	1
20	Coaching session 22 July 20 Tic Toc Studio Limited	External Individual Staff Coaching	\$300	1
21	Coaching Session Tic Toc Studio Limited	External Individual Staff Coaching	\$1,800	1
22	Career Coaching	External Individual Staff Coaching	\$700	1
23	Coaching	External Individual Staff Coaching	\$1,600	1
24	Trends in employment agreements	Victoria University seminar	\$270.00	1
25	ECON 591 - Economics Thesis	Victoria University Masters course	\$4333.57	1
26	GOVT 502 - Public Managers and Policy Progress GOVT 505 - Quantitative Analysis	Victoria University Masters course	\$3,853.57	1
27	Post-acute Crisis Masterclass	Enhance participants understanding of crisis lesson drawing, designing, and managing crisis evaluation and avoiding common errors	\$2,122.14	1
28	The Leadership Circle Profile and debrief	Insights debrief about leadership profile	\$1,150.00	1
29	GOVT 518 - Comparative Public Management	Victoria University Masters course	\$2,129.48	1
30	Trends in Employment Agreements & Law	Seminar	\$880.00	2
31	MS Power Platform Functional Consultant	MS Powerpoint Consultation	\$3,850.00	1
32	Mentoring sessions	Mentoring	\$ 240.00	1
33	Executive Fellows Program	To develop new leadership perspectives	\$24,827.23	1
34	Coaching Sessions	External Individual Staff Coaching	\$678.26	1
35	CID Political Economy Analysis	Policy workshop – aid and development governance	\$86.96	2

36	2020 National Governance Virtual Conference	Hear from leaders in governance and be updated on the latest insights and governance trends	\$260.00	1
37	GLN Lawyers in Government Conference	Conference for lawyers in government	\$720.00	3
38	Neuroleadership summit - 3 days	Personal Development	\$326.84	1
39	Full day TMI session with 12 TMI profiles	Team Management profiles	\$4,470.00	12
40	Evac Chair Training	Health and Safety training	\$500.00	4
41	Master your mindset training	Personal Development	\$300.00	2
42	GOVT 562 - Research project	Victoria University Masters course	\$4291.91	1
43	Women in public service summit	Providing professional development and network opportunities that will enable women to achieve their full potential	\$3,050.00	10
44	The Leadership Circle Profile & Debrief	Discover instant insights about your leadership profile	\$1,150.00	1
45	Ticket to Public Sector 101	New public sector practitioners to build knowledge about how the public sector works	\$175.00	1

If you wish to discuss this decision with us, please feel free to contact [Ministerial.Services@publicservice.govt.nz](mailto:Ministerial.Services@publicservice.govt.nz).

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Please note that we intend to publish this letter (with your personal details removed) on the Te Kawa Mataaho Public Service Commission's website.

Yours sincerely



Nicky Dirks  
**Managing Principal – Ministerial Services**  
**Te Kawa Mataaho Public Service Commission**