

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

Finance Portfolio

Department/Agency: All
Outcome/Program: General
Topic: Communications staff

Senator: Ludwig
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Type of question: Written
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Number of pages: 3

Question:

For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:

- a) How many ongoing staff, the classification, the type of work they undertake and their location.
- b) How many non-ongoing staff, their classification, type of work they undertake and their location
- c) How many contractors, their classification, type of work they undertake and their location
- d) How many are graphic designers?
- e) How many are media managers?
- f) How many organise events?

Answer:

Department/ Agency	Response
Finance	<p>a) There are 8 FTE staff allocated to communications and public affairs in Finance. Staffing is made up of:</p> <ul style="list-style-type: none"> • One Executive Level 2. • Two Executive Level 1. • One APS Level 6. • Three APS Level 5. • One APS Level 4. <p>All staff are based in Canberra. Communications and public affairs staff within Finance undertake internal and external communications, graphic design, basic printing, internal events management as well as media liaison and media monitoring. Staff also provide incidental support to the offices of the Minister for Finance, the Special Minister of State and the Parliamentary Secretary to the Minister for Finance.</p> <p>b) Nil.</p>

Department/ Agency	Response
	c) Nil. d) Two staff members are graphic designers. These staff members also assist with a range of general communication duties. e) There are no specific media management positions in the team. These duties are undertaken, along with other general communication duties by several staff. f) There are no specific event management positions in the team. These duties are undertaken, along with other general communications duties, by several staff.
Australian Electoral Commission	As at 31 May 2014: a) Total ongoing communications, public relations and media staff is 12.0 FTE, all located in Canberra. <ul style="list-style-type: none"> • 2 x EL2 (FTE 2.0). • 6 x EL1 (FTE 5.4). • 5 x APS6 (FTE 4.6). b) Nil. c) Nil. d) Two. 1.8 FTE. e) 1.4 FTE (equivalent). f) Nil.
ComSuper	There are six communications staff in ComSuper (five ongoing and one non-ongoing): a) <ul style="list-style-type: none"> • One Executive Level 2 (ongoing) • Two Executive Level 1 (ongoing) • One APS Level 6 (non-ongoing) • Two APS Level 5 (ongoing). ComSuper communications staff provide internal and external communications advice, graphic design, media monitoring, annual report production, website development and maintenance and web publishing as required. ComSuper has one office location: 56 Chandler Street, Belconnen, Canberra, ACT. b) Refer to response a). c) Nil. d) One graphic designer. e) One person undertakes a limited media role as a small percentage of their duties. f) Nil.
Commonwealth Superannuation Corporation	a) 3.3 FTE All Canberra based; not subject to APS classifications <ul style="list-style-type: none"> • Senior Communications Manager – developing and delivering the communications plan to promote key messages and information to members, incl. newsletters, publications, websites and social media. • 2 x Communications Officers – content management of key internal and external communications channels incl. intranet, public websites, social media; delivery of key messages and campaigns to members. • 0.3 Events organiser – registration and confirmation of attendees at member education seminars and member updates; venue booking; administration. b) Nil. c) Nil. d) Nil. e) Nil. f) 0.3 FTE (refer to (a)).

Department/ Agency	Response
Future Fund Management Agency	a) Two. One at FFMA 5 undertaking communications and media work and one at FFMA 1 providing administrative support. Both are based in Melbourne. b) – d) Nil. e) One. f) Nil.