

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2013-2014**

**Finance Portfolio**

**Question reference number:** F95

**Senator:** Ludwig

**Topic:** Communications Staff

**Question:**

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

By Department or agency:

- 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?
2. Do any departments/agencies have independent media studios? If yes, why? When was it established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?

**Answer:**

<b>Department / Agency</b>	<b>Response</b>					
Finance	1. a)  <table border="1"><tr><td>One Executive Level 2 Two Executive Level 1 One APS Level 6 Four APS Level 5 One APS Level 4</td><td>Communications and Public Affairs staff undertake internal and external communications, graphic design, publications, 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.</td><td>All staff are based in Canberra</td></tr></table>	One Executive Level 2 Two Executive Level 1 One APS Level 6 Four APS Level 5 One APS Level 4	Communications and Public Affairs staff undertake internal and external communications, graphic design, publications, 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.	All staff are based in Canberra		
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	<p>b) Nil.</p> <p>c) Nil.</p> <p>d) Two.</p> <p>e) There are no specific media management positions in the team. These duties are undertaken, along with other general communication duties, by several staff.</p> <p>f) There are no specific event management positions in the team. These duties are undertaken, along with other general communication duties, by several staff.</p> <p>2. No.</p>
AEC	<p>As at 31 October 2013:</p> <p>1. a) Total ongoing staff 10.6 FTE, all located in Canberra.</p> <p>Election and media teams:</p> <p>1 x EL2</p> <p>2 x EL1 (1.8 FTE)</p> <p>2 x APS6</p> <p>Enrolment communication team:</p> <p>1 x EL2</p> <p>1 X EL1</p> <p>(Note: not included - ongoing 1 x APS6 returning from leave in 2014.)</p> <p>Indigenous Electoral Participation Program communication officer:</p> <p>1 x EL1</p> <p>Internal communications team</p> <p>1 x EL1 (0.8 FTE)</p> <p>1 x APS6</p> <p>b) Total non-ongoing staff 3.0 FTE, all located Canberra</p> <p>Election and media teams</p> <p>1 x EL1</p> <p>Enrolment communication team</p> <p>1 x EL1 (0.8 FTE)</p> <p>Internal communications team</p> <p>1 x APS6</p> <p>c) Nil.</p> <p>d) Two additional ongoing staff.</p> <p>e) 1. However this manager is supported by a team of two officers in the Elections and media teams (refer 1. a).</p> <p>f) All communication staff work across a range of activity and projects which might, at times, include managing events.</p> <p>Further to the above advice, the AEC has one permanent public awareness officer in each of its AEC State Offices. These officers range between APS4 and APS6 in level and undertake a mix of local operational duties and part time external communication or public contact activities.</p> <p>2. No.</p>

ComSuper	<p>1. There are five communications staff in ComSuper (four ongoing and one non-ongoing):</p> <p>a)</p> <ul style="list-style-type: none"> <li>• One Executive Level 2 (ongoing)</li> <li>• One Executive Level 1 (ongoing)</li> <li>• One APS Level 6 (non-ongoing)</li> <li>• Two APS Level 5 (ongoing)</li> </ul> <p>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.</p> <p>b) Refer to response a).</p> <p>c) Nil.</p> <p>d) Two graphic designers</p> <p>e) One person undertakes a limited media role as a small percentage of their duties.</p> <p>f) Nil.</p> <p>2. No, ComSuper does not have an independent media studio.</p>
Commonwealth Superannuation Corporation	<p>1. a) There are four ongoing marketing and communications staff. Their classifications are Manager Strategic Marketing &amp; Communications, Senior Marketing &amp; Communications Officer and Communications Officer (2). They undertake communications work including website content, newsletters, promotions &amp; campaigns and mandatory reporting to the members of CSS, PSS, PSSap and MilitarySuper.</p> <p>b) Nil.</p> <p>c) Nil.</p> <p>d) Nil.</p> <p>e) Nil.</p> <p>f) Nil.</p> <p>2. No.</p>
Future Fund Management Agency	<p>1. a) Two. One at FFMA 5 undertaking communications and media work and one at FFMA 1 providing administrative support. Both are based in Melbourne.</p> <p>b) None.</p> <p>c) None.</p> <p>d) None.</p> <p>e) One.</p> <p>f) None.</p> <p>2. No.</p>