

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

Finance Portfolio

Department/Agency: All

Outcome/Program: General

Topic: Communications staff

Senator: Ludwig

Question reference number: F63

Type of question: Written

Date set by the committee for the return of answer: Wednesday, 31 December 2014

Number of pages: 2

Question:

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

1. How many ongoing staff, the classification, the type of work they undertake and their location.
2. How many non-ongoing staff, their classification, type of work they undertake and their location.
3. How many contractors, their classification, type of work they undertake and their location.
4. How many are graphic designers?
5. How many are media managers?
6. How many organise events?

Answer:

Department/ Agency	Response
Finance	<p>1. 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">a) One Executive Level 2b) Two Executive Level 1c) One APS Level 6d) Three APS Level 5e) 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>

Department/ Agency	Response
	<p>2. Nil.</p> <p>3. Nil.</p> <p>4. – 6. There are no dedicated positions. These duties, along with other general communications duties, are undertaken by a range of staff across the team.</p>
Australian Electoral Commission	<p>As at 31 October 2014:</p> <ol style="list-style-type: none"> 1. Total ongoing communications, public relations and media liaison/monitoring staff is 12.2 FTE, all located in Canberra: <ul style="list-style-type: none"> • 2 x Executive Level 2 (FTE 2.0). • 6 x Executive Level 1 (FTE 5.6). • 5 x APS6 (FTE 4.6). 2. Nil. 3. Nil. 4. Two. 1.8 FTE. 5. 1.4 FTE (equivalent). 6. Nil.
ComSuper	<p>1. There are 10 communications staff in ComSuper (nine ongoing and one non-ongoing):</p> <ul style="list-style-type: none"> • One Executive Level 2 (ongoing) • Three Executive Level 1 (ongoing) • Two APS Level 6 (one ongoing & one non-ongoing) • Four APS Level 5 (ongoing). <p>ComSuper communications staff provide internal and external communications advice, development of member communication products, 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> <ol style="list-style-type: none"> 2. Please refer to response 1. 3. Nil. 4. Three graphic designers. 5. One person undertakes a limited media role as a small percentage of their duties. 6. Nil.
Commonwealth Superannuation Corporation	<ol style="list-style-type: none"> 1. Four Communications staff all located in Canberra <ul style="list-style-type: none"> • Senior Communications Officer x 1 (Supervise communications team; Overall responsibility for websites; Deliver major communications projects) • Communications Officers x 2 (Website maintenance; Deliver medium-size website projects; Digital campaigns; Social media maintenance; Supervise publications updates) • Program Manager x 1 (Annual reports Parliament and Members; Deliver major communications projects) 2. – 5. Nil. 6. 1 Part time (0.4 FTE) Event Manager.
Future Fund Management Agency	<ol style="list-style-type: none"> 1. Two. One at FFMA 5 undertaking communications and media work and one at FFMA 1 providing administrative support. Both are based in Melbourne. 2. – 4. None. 5. One. 6. None.