

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2016-17

Finance Portfolio
18 October 2016

Department/Agency: Future Fund Management Agency

Outcome/Program: 1/1.2

Topic: Media policy for the Future Fund

Senator: Gallagher

Question reference number: F9

Type of question: Hansard Proof, F&PA Committee, Page 33, 18 October 2016

Date set by the committee for the return of answer: Friday, 2 December 2016

Number of pages: 4

Question:

Senator GALLAGHER: Is there a media policy that the Future Fund has that outlines who has authority to speak?

Mr Neal: There is, yes.

Senator GALLAGHER: Is that available for the committee or is it online? I have not checked.

Mr Neal: I do not believe it is online. I cannot see any reason why we would not share that with you.

Senator GALLAGHER: Thank you. There have been a number of articles over the last—

Mr Neal: Senator, can I confirm something? We will provide that policy on notice?

Senator GALLAGHER: Yes, if you could...

Answer:

The Future Fund's External Communications Policy ([Attachment A](#)) outlines the Agency's policy with respect to communications with external stakeholders.



External Communications Policy

Date: 10 October 2016

Approved By: Managing Director

<p>What is this policy about?</p>	<ul style="list-style-type: none"> This document outlines the Future Fund Management Agency's ("Agency") policy with respect to communications with external stakeholders.
<p>How does it affect you?</p>	<ul style="list-style-type: none"> You must consult with the Head of Public Affairs or Public Affairs Adviser before accepting invitations to speak at seminars or events, if you are approached by the media for comment, or if you have contact with members of Parliament, their advisors or Departmental officials. All staff must be sensitive to how their actions and behaviours could affect our organisation's reputation and stakeholder relationships.

1. Introduction

- 1.1. We recognise the value of engaging constructively with stakeholders and the media in order to help us manage our reputation and pursue our investment and organisational objectives.
- 1.2. This policy summarises our approach to communicating with stakeholders and the media and the role and obligations of staff members.

2. Policy

- 2.1. The Head of Public Affairs will oversee all communications with stakeholders and the media through a Public Affairs Plan, incorporating a stakeholder engagement and communications plan. The Public Affairs Plan, integrated with the business plan, defines our stakeholders, engagement strategies and how we implement them.
- 2.2. Many staff will have a role to play in supporting the implementation of this plan through formal or informal meetings with stakeholders, attendance at conferences, delivery of speeches, presentations or papers at public or private events and through interviews with the media. Media and presentation training and support will be provided as required.
- 2.3. At all times, staff are expected to be sensitive to how their actions and behaviours may affect the organisation's reputation and relationships with stakeholders.
- 2.4. Staff must consult the Head of Public Affairs or Public Affairs Adviser prior to accepting invitations to speak at seminars or conferences (whether public or private) or joining industry panels or working groups.

- 2.5. The Chair of the Future Fund Board of Guardians, Managing Director, Chief Investment Officer, Chief Investment Strategist, Head of Public Affairs and Public Affairs Adviser are the primary authorised spokespeople for the organisation. Staff must not approach or engage the media without the agreement of the Head of Public Affairs. Staff who are approached by the media for comment or background information should direct the enquiry to the Head of Public Affairs or Public Affairs Adviser who will coordinate a response.
- 2.6. Staff who use social media should review the organisation's Social Media Policy. In accordance with the Social Media Policy, staff who wish to communicate on behalf of the organisation via social media must consult with the Head of Public Affairs or the Public Affairs Adviser prior to posting any material.
- 2.7. Staff must not engage with members of Parliament, their advisors, Departmental officers or government Agencies without consulting the Head of Public Affairs or Public Affairs Adviser. Some staff (eg within the Finance, Legal and People, Culture & Communications teams) are required to report information to various Departments from time to time. The Head of Public Affairs and Public Affairs Adviser should be kept informed of such reports as appropriate.
- 2.8. Providers of services to the Future Fund are bound by contractual obligations in relation to confidentiality. From time to time service providers may request permission to publicise their relationship with the Future Fund as part of their marketing activity (eg one of our external law firms may wish to publicise their role in a major transaction). Such requests should be referred to the Head of Public Affairs and Public Affairs Adviser.

3. Roles and responsibilities

- 3.1. The Head of Public Affairs, with support from the Public Affairs Adviser, has responsibility for:
 - i) ensuring all staff are made aware of the key requirements of this policy
 - ii) formulating a stakeholder engagement and communications plan
 - iii) providing communications support and training to staff as required
 - iv) reviewing the Communications Policy on at least an annual basis.
- 3.2. All staff are required to comply with this policy and consult with the Head of Public Affairs or Public Affairs Adviser as required under this policy.

4. Reporting

- 4.1. Reporting on compliance with this policy and other related matters will be provided to the Operational Risk & Compliance Committee as part of the regular reputation risk updates.

5. Policy review

- 5.1. This policy will be reviewed annually, or more frequently if deemed necessary, by the Head of Public Affairs. All amendments will be formally approved by the Managing Director.

6. Version control

6.1. This table records the versions and main changes made to the Communications Policy.

Version number	Date approved by Managing Director	Brief description of amendments
1	August 2007	Initial document
2	29 May 2013	Changed title from "Communications and External Relations Policy", removed communications and external relations strategy related sections, changes to titles.
3.	16 November 2015	Addition of an introductory summary. Changes to reflect the roles of the Chief Investment Strategy and Risk Officer and Chief Financial Officer.
4.	10 October 2016	Changes to reflect appointment of Public Affairs Adviser, clearer connection to the Public Affairs Plan and to make obligations on staff clearer.