

Senate Standing Committee on Economics

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Supplementary Budget Estimates

19 – 20 October 2011

Question No: SBT 724

Topic: Communications

Hansard Page: Written

Senator Bushby asked:

724. How many communications people are there in each of your departments and agencies?

List their classification, position description, services they provide to Ministers and/or Parliamentary Secretaries and any guidelines they must adhere to.

Answer:

The Communications Unit at Treasury has the following structure:

| Classification | Position description | Services provided to Ministers and or Parliamentary Secretaries | Guidelines that must be adhered to |
|-------------------|-------------------------------|---|------------------------------------|
| Executive Level 2 | Communications Unit Manager | See note below | None |
| Executive Level 2 | Senior Advisor | | None |
| Executive Level 1 | Senior communications officer | | None |
| Executive Level 1 | Senior communications officer | | None |
| APS6 | Communications officer | | None |
| APS6 | Communications officer | | None |
| APS 5 | Communications officer | | None |
| APS5 | Communications officer | | None |
| APS 4 | Communications officer | | None |

Treasury's Communications Unit does not provide direct services to Ministers or Parliamentary Secretaries. The role of Communications Unit is to provide communications advice and to support Treasury's responsibilities. The Unit's core functions are as follows:

- Provision of media and parliamentary monitoring and reporting services, including the production of a daily media summary and question time summaries

- Development and implementation of communication strategies to support internal communications and also external communication to support government initiatives
- Event management support for small and large-scale events (e.g. the 2011 Tax Forum)
- Communication support for the annual Budget process, including managing the production of whole of government media releases and associated briefings and facilitating media access to officials during the annual Budget lock-up