

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

February Additional Estimates Hearings 2003-04 – 17 February 2004

Question: F32.4

Outcome: Across all Outcomes and all Outputs

Topic: General Departmental Expenses

Hansard Page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

Please provide a breakdown of the number of officers in each of the Divisions/units of Corporate Group, including relevant levels and a description of the function of each unit.

Answer:

Corporate Group works with the Secretary, Executive Board and business groups to enhance, promote and sustain Finance's role as a trusted and professional adviser to Government. Corporate Group is comprised of an Executive unit (including finance function) and five Branches. The following data is at 29 February 2004.

Corporate Executive	
SES Band 2	1
EL2	1
APS 6	2
APS5	1
APS4	1

Strategic Partnerships Branch	
Manages contract arrangements for the provision of services to the Department and incorporating the Fleet Monitoring Body responsible for managing the motor vehicle contract for the Australian Government.	
SES Band 1	1
EL2	8
EL1	2
APS6	1
APS5	4
APS4	4
APS3	2

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Parliamentary and Corporate Support Branch

Provides a general coordination, liaison and advisory function for the Department and portfolio agencies including parliamentary, Cabinet and legislative procedures, communications and media issues, electoral policy, risk and fraud control matters, project management and business continuity.

SES Band 1	1
EL2	7
EL1	8
APS6	6
APS5	2
APS4	5

Knowledge Management and Information Services Branch

Responsible for initiatives designed to build the expertise and capability of the organisation. This is achieved through developing and implementing the knowledge management and staff development frameworks, improving access to departmental information online and meeting Finance's needs for high quality research.

SES Band 1	1
EL2	1
EL1	4
APS6	4
APS5	2
APS4	4
APS3	1

Human Resource (HR) Services Branch

Provides advice on HR issues, manages HR program development and delivery and manages all HR Services contractual arrangements.

EL2	3
EL1	2
APS5	1
APS5	2
APS4	1

Legal Services Branch

Provides legal advice and is developing a central register of internal and external legal advice. The Branch also manages the outsourcing of work to the Department's panel of external legal services providers.

SES Band 1	1
EL2	1
EL1	1
APS6	1
APS4	1