

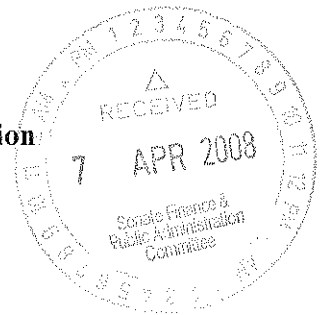
Standing Committee on Finance and Public Administration

ANSWER TO QUESTION ON NOTICE

Finance and Deregulation Portfolio

Department of Finance and Deregulation

Additional Estimates Hearing – February 2008



Question: F113

Outcome 3, Output 3.1

Topic: Caucus Committee Support and Training Unit (CCSTU) – number of staff and duties

Written Question on Notice

Senator Ronaldson asked:

How many people are employed in the CCSTU and what are their classifications, band level and job descriptions/roles?

Answer:

There are 10 positions allocated to the CCSTU as follows:

- 3 x Adviser (salary range \$74,516 to \$109,967);
- 5 x Assistant Adviser (salary range \$62,124 to \$74,516); and
- 2 x Secretary/Administrative Assistant (salary range \$39,635 to \$51,917)

As at 1 February 2008, six of the positions were filled.

The duties and responsibilities of individual employees of the CCSTU may include the following activities:

- Reporting to the SMOS on all activities undertaken by the CCSTU and regular reporting to the oversight team (comprising three senior Government backbenchers);
- Organisation of training for Government Senators and Members and their staff;
- Liaison with the Former Members' Association and the Parliamentary Partners' Association;
- Provision of administrative support to caucus committees and Prime Ministerial backbench taskforces;
- Provision of information and advice to government Senators and Members and their staff on their rights and obligations under the Electoral Act;
- Provision of information and advice to government Senators and Members and their staff on the effective use of Freedom of Information legislation;
- Provision of information and advice to government Senators and Members and their staff about parliamentary procedures, including Standing Orders,

Standing Committee on Finance and Public Administration

ANSWER TO QUESTION ON NOTICE

Finance and Deregulation Portfolio

Department of Finance and Deregulation

Additional Estimates Hearing – February 2008



Parliamentary Privilege, Pecuniary Interest declarations and contact with lobbyists;

- Provision of advice on the structure and operation of electorate offices, including staff structure, office layout and choice of equipment; and
- Oversighting the caucus room refurbishment program.