

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
ADDITIONAL BUDGET ESTIMATES 2013-2014

Finance Portfolio

Question reference number: F92

Senator: Ludwig

Topic: Communications staff

Type of question: Written

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Question:

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

- a) How many ongoing staff, the classification, the type of work they undertake and their location.
- b) How many non-ongoing staff, their classification, type of work they undertake and their location
- c) How many contractors, their classification, type of work they undertake and their location
- d) How many are graphic designers?
- e) How many are media managers?
- f) How many organise events?

Answer:

Department / Agency	Response
Finance	<p>a) (i) There are eight FTE staff allocated to Communications and Public Affairs Team in the Department of Finance:</p> <ul style="list-style-type: none"> • 1 x Executive Level 2 • 2 x Executive Level 1 • 1 x APS Level 6 • 3 x APS Level 5 • 1 x APS Level 4 <p>All staff are based in Canberra. They 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> <p>(ii) There are two FTE project staff (1 x EL2 (0.93); and 1 x APS6) undertaking stakeholder engagement and change readiness activities on the Central Budget Management System Redevelopment Project. They are based in Canberra.</p> <p>b) Nil. c) Nil. d) Two.</p>

	<p>e)-f) There are no specific media management positions in the Communication and Public Affairs Team. These duties are undertaken, along with other general communication duties, across the team.</p>
AEC	<p>As at 31 January 2014:</p> <p>a) Total ongoing staff 9.2 FTE, all located in Canberra. Election and Media Teams:</p> <ul style="list-style-type: none"> • 1 x EL2 • 2 x EL1 • 2 x APS6 <p>Enrolment Communication Team:</p> <ul style="list-style-type: none"> • 1 x EL2 • 1 x EL1 (FTE 0.8) • 1 x APS 6 (FTE 0.6) <p>Indigenous Electoral Participation Program Communication Officer:</p> <ul style="list-style-type: none"> • 1 x EL1 <p>Internal Communications Team:</p> <ul style="list-style-type: none"> • 1 x EL1 (0.8 FTE) <p>b) One FTE, located in Canberra. Internal Communications Team:</p> <ul style="list-style-type: none"> • 1 x APS6 (0.8) <p>c) Nil.</p> <p>d) Two.</p> <p>e) One. However this manager is supported by a team of two officers in the Elections and media teams (refer to a).</p> <p>f) All communication staff work across a range of activities and projects which might, at times, include managing events.</p>
ComSuper	<p>a) There are five communications staff in ComSuper (four ongoing and one non- ongoing):</p> <ul style="list-style-type: none"> • 1 x Executive Level 2 (ongoing) • 1 x Executive Level 1 (ongoing) • 1 x APS Level 6 (non-ongoing) • 2 x APS Level 5 (ongoing). <p>ComSuper communications staff provide internal and external communications advice, 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> <p>b) Refer to response a).</p> <p>c) Nil.</p> <p>d) One.</p> <p>e) One person undertakes a limited media role as a small percentage of their duties.</p> <p>f) Nil.</p>
Commonwealth Superannuation Corporation	<p>a) 3.5 FTE All Canberra based; not subject to APS classifications</p> <ul style="list-style-type: none"> • Senior Communications Manager – developing and delivering the communications plan to promote key messages and information to members, incl. newsletters, publications, websites and social media. • Two x Communications Officers – content management of key internal and external communications channels incl. intranet, public websites, social media; delivery of key messages and campaigns to members

	<ul style="list-style-type: none"> • 0.3 Events organiser – registration and confirmation of attendees at member education seminars and member updates; venue booking; administration. <p>b) Nil. c) Nil. d) Nil. e) Nil. f) 0.3 FTE.</p>
Future Fund Management Agency	<p>a) Two. One at FFMA 5 undertaking communications and media work and one at FFMA 1 providing administrative support. Both are based in Melbourne.</p> <p>b) – d) None. e) One. f) None.</p>