

Senate Community Affairs Committee
ANSWERS TO ESTIMATES QUESTIONS ON NOTICE
FAMILIES, HOUSING, COMMUNITY SERVICES AND
INDIGENOUS AFFAIRS PORTFOLIO
2011-12 Supplementary Estimates Hearings

Outcome Number: Cross

Question No: 4

Topic: Communications

Hansard Page: Written

Senator McKenzie asked:

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 number of communication people in each department/agency in the portfolio is:

Department/agency	Staff (FTE) at 31 October 2011
FaHCSIA	37.28 (SES Band 1 to PAO1, including EL1 and APS6)
Office of the Coordinator General for Remote Indigenous Services	2 (PAO3 & PAO1)
Equal Opportunity for Women in the Workplace Agency	2 (APS6 & APS 5, no services to Ministers and/or Parliamentary Secretaries)
Indigenous Business Australia	1.5 (IBA 5 & IBA 7)
Indigenous Land Corporation	2 (ELO2 & ILC 3, no services to Ministers and/ or Parliamentary Secretaries)
Social Security Appeals Tribunal	1 (APS6, no services to Minister and/or Parliamentary Secretaries)
Torres Strait Regional Authority	1 (APS6, no services to Ministers and/or Parliamentary Secretaries)
Tiwi Land Council	0
Outback Stores	0
Northern Land Council	1 (NLC SOG B, no services to Ministers and/or Parliamentary Secretaries)
Central Land Council	1 (SOG B, no services to Ministers and/or Parliamentary Secretaries)
Aboriginal Hostels Limited	0
Anindilyakwa Land Council	0
Wreck Bay Aboriginal Community Council	0

FaHCSIA's SES Band 1 position provides high level strategic communications advice to Ministers and Parliamentary Secretaries, and represents the Department on internal and interdepartmental committees and working groups.

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The FaHCSIA communication positions develop and implement communication and media strategies and campaigns, write, edit and proofread, design, print and market research briefs, online content, media releases, speeches, editorial, reports, minutes and correspondence, contract management, event management, organise the placement of advertising, organise and manage photographic and film shoots, assist with events, and organise website content updates.

IBA positions provide media liaison services, coordinate briefs, minutes and correspondence, and Questions on Notice.

Besides adhering to the APS Values and Code of Conduct, the guidelines communications staff must adhere to include:

- Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies (March 2010)
- Guidelines on Recruitment Advertising
- Social Media Guidelines.