

Senate Standing Committee on Education and Employment

**QUESTIONS ON NOTICE
Budget Estimates 2014-2015**

Agency - Safe Work Australia

Department of Employment Question No. EM0304_15

Senator Ludwig provided in writing.

Question

SWA - Communication staff

"1. 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?"

Answer

- a) Safe Work Australia has 6 full-time equivalent (FTE) ongoing staff members, located in Canberra, undertaking the following communications activities:
- development and implementation of communications strategies and provision of strategic communications advice
 - media management, liaison and monitoring
 - collaboration with communications counterparts within Commonwealth, state and territory work health and safety authorities; business, industry and union groups on communications projects
 - design, development and maintenance of online services (Internet and Intranet)
 - publication design and print management
 - management and evaluation of speaker and sponsorship requests, and
 - management of national events and awareness initiatives.

Classification	Number (FTE)
EL1	2
APS6	2.4
APS5	1.6
TOTAL	6

- b) Safe Work Australia has no non-ongoing staff undertaking communications activities.
- c) Safe Work Australia has two contractors in Canberra, employed on an 'as needed' basis to undertake graphic design activities. These contracts expire on 31 August 2014 and 31 October 2014 respectively.

- d) Excluding the two contractors identified at c), graphic design is undertaken by one ongoing, part-time staff member (0.8 FTE).
- e) Safe Work Australia has no media manager. The management of responses to media enquiries is shared.