

Senate Standing Committee on Education and Employment

**QUESTIONS ON NOTICE
Additional Estimates 2013-2014**

Agency - Safe Work Australia

Department of Employment Question No. EM0229_14

Senator Ludwig provided in writing.

Question

SWA - Communication staff

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

- a) Safe Work Australia has seven full-time equivalent (FTE) ongoing staff members, located in Canberra, undertaking the following communications activities:
- development and implementation of communication strategies and provision of strategic communications advice
 - media management and liaison including proactive media activities
 - strategic communication liaison with the Commonwealth, state and territory work health and safety authorities, business, industry and union groups
 - online services (internet and intranet) design, development and maintenance
 - publication design and print management
 - general enquiries management and monitoring
 - speakers and sponsorship request evaluation and recommendation, and
 - management of national events and initiatives.

Classification	Number (FTE)
EL 2	1
EL 1	2
APS 6	2.4
APS 5	1.6
TOTAL FTE	7

- b) Safe Work Australia currently has no communications staff on contract.
- c) Safe Work Australia currently has one part time graphic designer working on a single ongoing project.
- d) The management of media enquiries is shared between two staff members - an APS 6 officer and an EL1 officer.

- e) The organisation of events is shared between three staff members - an APS 5 officer, an APS 6 officer and an EL1 officer.