

**Senate Standing Committee on Education Employment and Workplace
Relations**

**QUESTIONS ON NOTICE
Supplementary Budget Estimates 2011-2012**

Cross Portfolio

DEEWR Question No. EW0516_12

Senator Back provided in writing.

Question

Staff in communications

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

As at 30 September 2011, prior to the recent Machinery of Government changes, the department had 56 full-time equivalent staff working in communication related positions. Staff provide a range of marketing, communication strategy, media relations and event coordination services to Ministers and the department and are governed by the APS Code of Conduct and *Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies*.

Staff numbers comprise 2 SES Band 1 positions, 35 Executive Level staff and 19 APS4 to APS6 positions.

The following agencies have provided information at **Attachment A**:

- Australian Building and Construction Commission
- Australian Curriculum, Assessment and Reporting Authority
- Australian Institute for Teaching and School Leadership
- Australian Skills Quality Authority
- Fair Work Australia
- Fair Work Ombudsman
- Safe Work Australia
- Tertiary Education Standards Authority

Australian Building and Construction Commission

The Australian Building and Construction Commission) has a total of 10 full time equivalent staff involved in communication activities. This comprises 1 SES Band 1, 1 Executive Level and 8 staff from the APS4 to APS6 level. Staff are governed by the APS Code of Conduct and *Guidelines on Information and Advertising Campaigns by Australian Government Department*.

Australian Curriculum, Assessment and Reporting Authority

The Australian Curriculum, Assessment and Reporting Authority has 1 Executive Level staff member and 2 at the APS6 level engaged in communication activities. Staff are governed by the ACARA Code of Conduct.

Australian Institute for Teaching and School Leadership

The Australian Institute for Teaching and School Leadership (AITSL) has the equivalent of 1 Executive Level staff and 2 at the equivalent of the APS5 and APS6 level engaged in communication activities. Staff are governed by AITSL's Letter of Expectation; Constitution; Communication & Stakeholder Strategy; Code of Conduct and the Australian Government Web Content Accessibility Guidelines

Australian Skills Quality Authority

The Australian Skills Quality Authority has 1 Executive Level officer and 1 APS6 engaged in communication activities. Staff are governed by the APS Code of Conduct and *Guidelines on Information and Advertising Campaigns by Australian Government Department*.

Fair Work Ombudsman

The Fair Work Ombudsman has 1 SES Band 1, 9 Executive Level staff and 8 staff at the APS4 to APS6 level engaged in communication activities. Staff are governed by the APS Code of Conduct.

Fair Work Australia

Fair Work Australia has 2 staff at the Executive Level and 2 at the APS5 to APS6 level engaged in communication activities. Staff are governed by internal FWA policies, the APS Code of Conduct and the *Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies*.

Safe Work Australia

Safe Work Australia has 3.8 staff at the Executive Level and 3 APS6 staff engaged in communication activities. Staff are governed by the APS Code of Conduct and *Guidelines on Information and Advertising Campaigns by Australian Government Departments*.

Tertiary Education Standards Authority

The Tertiary Education Standards Authority has 0.5 ASL engaged in communication activities as part of an Executive Level 1 position, governed by the APS Code of Conduct and *Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies*