

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

Finance and Deregulation Portfolio

**Department/Agency:** Department of Finance and Deregulation  
**Outcome/Program:** General/General  
**Topic:** Communications Staff

**Senator:** Ryan

**Question reference number:** F116

**Type of question:** Written

**Date set by the committee for the return of answer:** Friday, 12 July 2013

**Number of pages:** 2

**Question:**

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

By Department or agency:

- i. How many ongoing staff, the classification, the type of work they undertake and their location.
- ii. How many non-ongoing staff, their classification, type of work they undertake and their location
- iii. How many contractors, their classification, type of work they undertake and their location
- iv. How many are graphic designers?
- v. How many are media managers?
- vi. How many organise events?

- b) Do any departments/agencies have independent media studios? If yes, why? When was it established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?

**Answer:**

a)

- (i) 10 FTE staff.

Staffing is made up of:

- One Executive Level 2
- Two Executive Level 1
- One APS Level 6
- Five APS Level 5
- One APS Level 4

All staff undertake internal and external communications, graphic design, publications, 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 and Deregulation and the Special Minister of State. All staff are based in Canberra.

(ii) Nil.

(iii) Nil.

(iv) Two.

(v) N/A

(vi) N/A

b) No.

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

**Finance and Deregulation Portfolio**

**Department/Agency:** Australian Electoral Commission

**Outcome/Program:** General

**Topic:** Communications staff

**Senator:** Ryan

**Question reference number:** F116

**Type of question:** Written

**Date set by the committee for the return of answer:** Friday, 12 July 2013

**Number of pages:** 2

**Question:**

- 1) For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:  
By Department or agency:
  - (i) How many ongoing staff, the classification, the type of work they undertake and their location.
  - (ii) How many non-ongoing staff, their classification, type of work they undertake and their location
  - (iii) How many contractors, their classification, type of work they undertake and their location
  - (iv) How many are graphic designers?
  - (v) How many are media managers?
  - (vi) How many organise events?
  
- 2) Do any departments/agencies have independent media studios? If yes, why? When was it established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?

**Answer:**

At 30 April 2013:

- 1) Public relations, communications and media staff
  - (i) Ongoing staff 11.2 FTE  
Election and media teams  
1 x EL2  
3 x EL1 (2.4 FTE, one position vacant)  
2 x APS6

Enrolment and internal communications teams

1 x EL2

2 x EL1 (1.8 FTE)

2 x APS6

Indigenous Electoral Participation Program

1 x EL1

(ii) Non-ongoing 1.0 FTE

Internal communications team

1 x APS6

(iii) None

(iv) Two additional ongoing staff are graphic designers

(v) The EL2 media spokesperson is supported by a team of two officers within the Elections and media team - refer 1. (i). These officers also have other public relations and communications duties including preparing and delivering election campaigns and related activity.

(vi) All communication staff work across a range of activity and projects which might, at times, include managing events.

In addition to the above, the AEC has a web team of three in its Education and Communications Branch, and one permanent public awareness officer in each of its State Offices and in the Northern Territory Office. These officers range between APS4 and APS6 in level and undertake a mix of local operational duties and part time external communication or public contact activities.

2) No.

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

**Finance and Deregulation Portfolio**

**Department/Agency:** ComSuper

**Outcome/Program:**

**Topic:** Communications staff

**Senator:** Ryan

**Question reference number:** F116

**Type of question:** Written

**Date set by the committee for the return of answer:** Friday, 12 July 2013

**Number of pages:** 2

**Question:**

- 1) For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:  
By Department or agency:
  - (i) How many ongoing staff, the classification, the type of work they undertake and their location.
  - (ii) How many non-ongoing staff, their classification, type of work they undertake and their location
  - (iii) How many contractors, their classification, type of work they undertake and their location
  - (iv) How many are graphic designers?
  - (v) How many are media managers?
  - (vi) How many organise events?
- 2) Do any departments/agencies have independent media studios? If yes, why? When was it established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?

**Answer:**

- 1)
  - (i) As at 30 April 2013 there were three ongoing communications staff in ComSuper:
    - One Executive Level 2
    - One Executive Level 1
    - One APS Level 5.ComSuper communications staff provide internal and external communications advice, graphic design, media monitoring, annual report

production and web publishing as required. ComSuper has one office location: 56 Chandler Street, Belconnen, Canberra, ACT.

(ii) Nil.

(iii) Nil.

(iv) One graphic designer.

(v) One person undertakes a limited media role as a small percentage of their duties.

(vi) Nil.

2)

No, ComSuper does not have an independent media studio.

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

**Finance and Deregulation Portfolio**

**Department/Agency:** Commonwealth Superannuation Corporation

**Outcome/Program:**

**Topic:** Communications staff

**Senator:** Ryan

**Question reference number:** F116

**Type of question:** Written

**Date set by the committee for the return of answer:** Friday, 12 July 2013

**Number of pages:** 2

**Question:**

- a) For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:
- By Department or agency:
- (i) How many ongoing staff, the classification, the type of work they undertake and their location.
  - (ii) How many non-ongoing staff, their classification, type of work they undertake and their location
  - (iii) How many contractors, their classification, type of work they undertake and their location
  - (iv) How many are graphic designers?
  - (v) How many are media managers?
  - (vi) How many organise events?
- b) Do any departments/agencies have independent media studios? If yes, why? When was it established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?

**Answer:**

- a)
- i. There are three ongoing marketing and communications staff. Their classifications are Manager Strategic Marketing & Communications, Senior Marketing & Communications Officer and Communications Officer. They undertake member communications work including website content, newsletters, promotions & campaigns and mandatory reporting.

- ii. Nil.
- iii. Nil.
- iv. Nil.
- v. Nil.
- vi. Nil.

b) No.



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

**Finance and Deregulation Portfolio**

**Department/Agency: Future Fund Management Agency**

**Outcome/Program:**

**Topic:** Communications staff

**Senator: Ryan**

**Question reference number: F116**

**Type of question:** Written

**Date set by the committee for the return of answer:** Friday, 12 July 2013

**Number of pages: 1**

**Question:**

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

By Department or agency:

- i. How many ongoing staff, the classification, the type of work they undertake and their location.
- ii. How many non-ongoing staff, their classification, type of work they undertake and their location
- iii. How many contractors, their classification, type of work they undertake and their location
- iv. How many are graphic designers?
- v. How many are media managers?
- vi. How many organise events?

- b) Do any departments/agencies have independent media studios? If yes, why? When was it established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?

**Answer:**

1)

- (i) 1 ongoing staff, FFMA 4. Public Affairs. Melbourne.  
1 ongoing staff, FFMA 3. Public Affairs executive support. Melbourne.
- (ii) Nil.
- (iii) Nil.
- (iv) One includes media management as part of their role.
- (v) Nil.
- (vi) Nil.

2) No.