

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2011-2012**

Finance and Deregulation Portfolio

**Department/Agency:** Department of Finance and Deregulation

**Outcome/Program:** General

**Topic:** Communications Officers

**Senator:** Ryan

**Question reference number:** F91

**Type of question:** Written

**Date set by the committee for the return of answer:** Friday, 2 December 2011

**Number of pages:** 1

**Question:** 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:** There are 10 FTE staff allocated to communications and public affairs in the Department of Finance and Deregulation (Finance).

Staffing is made up of:

- one Executive Level 2
- three Executive Level 1
- two APS Level 6
- three APS Level 5
- one APS Level 4.

Communications and public affairs staff within Finance 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.

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**SUPPLEMENTARY BUDGET ESTIMATES 2011-2012**

**Finance and Deregulation Portfolio**

**Department/Agency:** Australian Electoral Commission

**Outcome/Program:** General

**Topic:** Communications officers

**Senator:** Ryan

**Question reference number:** F91

**Type of question:** Written

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**Question:**

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:**

There are currently (17 November) 16 AEC staff dedicated to media, communications and publishing services. These staff do not provide 'business as usual' services to ministers or parliamentary secretaries and are not subject to specific guidelines.

<b>Classification</b>	<b>Position description</b>
EL2	Director, Election and External Communication
EL1 part time APS6 part time	Assistant Director, Election and External Communication Communications Officer
EL1 part time APS6	Assistant Director, Election and External Communication Webmaster
APS5	Web author
EL2	Director, Enrolment and Internal Communication
EL1 part time APS6 part time	Assistant Director, Internal Communication Communications Officer
EL1 APS6	Assistant Director, Enrolment Communication Communications Officer
EL1 APS4 APS3	Assistant Director, Public Engagement Communications officer Public inquiries officer
EL1 APS6	Assistant Director, Studio Manager Graphic Designer

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**SUPPLEMENTARY BUDGET ESTIMATES 2011-2012**

**Finance and Deregulation Portfolio**

**Department/Agency:** ComSuper  
**Outcome/Program:** General  
**Topic:** Communication Officers

**Senator:** Ryan

**Question reference number:** F91

**Type of question:** Written

**Date set by the committee for the return of answer:** Friday, 2 December 2011

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**Question:**

How many communications people are there in each of your departments and agency's. List their classification, position description, services they provide to Ministers and/or Parliamentary Secretaries and any guidelines they must adhere to.

**Answer:**

There are 13 communications people in ComSuper as at 16 November 2011:

- One Executive Level 2;
- Three Executive Level 1;
- Three APS 6;
- Four APS 5; and
- Two APS 4.

ComSuper communication officers provide internal and external communications advice, graphic design, media monitoring, publications, web publishing and ministerial correspondence as required.

ComSuper adhere to generic internal and relevant whole-of-government guidelines.

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**SUPPLEMENTARY BUDGET ESTIMATES 2011-2012**

**Finance and Deregulation Portfolio**

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

**Outcome/Program:** General

**Topic:** Communications officers

**Senator:** Ryan

**Question reference number:** F91

**Type of question:** Written

**Date set by the committee for the return of answer:** Friday, 2 December 2011

**Number of pages:** 1

**Question:**

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:**

One officer at the FFMA 4 level, who is Head of Public Affairs. This officer provides no services to Ministers and/or Parliamentary Secretaries and must adhere to the APS code of conduct and values.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2011-2012**

**Finance and Deregulation Portfolio**

**Department/Agency:** Commonwealth Superannuation Corporation  
**Outcome/Program:** General  
**Topic:** Communications

**Senator:** Ryan

**Question reference number:** F91

**Type of question:** Written

**Date set by the committee for the return of answer:** Friday, 2 December 2011

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**Question:**

How many communications people are there in each of your departments and list their classification, position description, services they provide to Ministers and/or Parliamentary Secretaries and any guidelines they must adhere to.

**Answer:**

Five, comprising of a Team Leader, three communications officers and one Corporate Communications Advisor. No services to Ministers and/or Parliamentary Secretaries.