

QUESTION TAKEN ON NOTICE

SUPPLEMENTARY BUDGET ESTIMATES HEARING: 17 OCTOBER 2011

IMMIGRATION AND CITIZENSHIP PORTFOLIO

(SE11/0107) Program: Internal Product

Senator Humphries asked:

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:

The National Communications Branch's (NCB) 29.45 staff, as at 24 November 2011, directly support the offices of the minister and parliamentary secretary, the departmental executive and business areas on a wide range of communication issues, including media liaison and monitoring, promotion and events management, branding, publications design and production, audio-visual productions, speechwriting and production of the annual report.

NCB comprises four sections: Media, Internal and Strategic Communications, Executive Support and Production and Design.

Summary NCB Staffing Classifications	
Senior Executive Staff	1
Senior Public Affairs Officer A	3
Public Affairs Officer (PAO) 3	11.45
Public Affairs Officer (PAO) 2	7
Public Affairs Officer (PAO)1	4
Executive Level (EL) 1	1
APS6	1
APS5	1
APS3	2
Total staff	31.45*

* This includes a non-ongoing PAO1 and PAO3.

In addition to this there is a number of program areas within the department that also employ communication staff. This includes the following:

Translating and Interpreting Service (TIS) employs a PAO3 who assists with the development and implementation of a TIS marketing and communication strategy. They provide no direct communications support to either the minister or parliamentary secretary.

In the Compliance Status Resolution Communications (CSRS) section, as at 24 November 2011, there was one EL2, two EL1 comms support officers, two APS6 comms support officers and one AP5 comms support officer who promote the compliance and status resolution framework with key internal and external stakeholders. They provide no direct communications support to either the minister or parliamentary secretary.

In the Citizenship Program Management section, as at 24 November 2011, there was one APS 6 (60%) and one ELI (25%) working on the citizenship website. They provide no direct communications support to either the minister or parliamentary secretary.

In the Citizenship Ceremonies and Community Engagement section, as at 24 November 2011, there was one part time EL2, two part time EL1s, one full time EL1 and one full time APS6. They provide no direct communications support to either the minister or parliamentary secretary.

The Learning and Change Communication Section of the Global Learning and Change Branch consists of one EL2, three ELs, one PAO2 and three contractors as at 23 November 2011. The Learning and Change Communication Section provides internal communications to support the implementation of significant change initiatives in the department, for example, the deployment of a new IT system to support a business area. They provide no direct communications support to either the minister or parliamentary secretary.

Within Multicultural Affairs Branch there is one Public Affairs Officer. Positioned in the Information and Promotions Section (IPS), she is classified at PAO 3. All other relevant staff in IPS are APS classifications. They provide no direct communications support to either the minister or parliamentary secretary.

- 1 x Public Affairs Officer classified at PAO 3. The PAO3 is the Harmony Day manager and also drafts media resources on behalf of the division.
- 1 x EL1 + 1 x APS 6 involved in professional writing and editing including speeches, publications and specialised CSM division information products.
- 1 x EL1 (p/t 3 days) + 1 x APS6 main duties are divisional website updates, product production including external printing and DVD replication.
- 1 x APS4 involved in information products production.