

**Senate Finance and Public Administration Legislation Committee  
—Additional Estimates Hearing—February 2016**

**Answers to Questions on Notice**

**Parliamentary departments, Department of Parliamentary Services**

Topic: **Communications staff**

Question: **202**

Written: **Senator Ludwig**

**Date set by the committee for the return of answer: 1 April 2016**

1. 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?
  - g. Have these arrangements changed since the change of Prime Minister on 14 September, 2015? If yes, please detail.

**Answer**

1. Public relations, communications and media staff of the Department, as at 31 January 2016, were as follows.
  - a. Ongoing – all positions listed are located in Canberra
    - 1 x communications director (PEL2): duties include management of internal and external communications functions of DPS
    - 1 x media manager (PEL1): duties include managing media inquiries, promotion of visitor services, events and exhibitions in the media, media monitoring, general internal communications activities including production of “Next Week on Capital Hill” and building-wide circulars
    - 1 x communications officer (PSL6): duties include project management of annual report process, general communications activities including development of communication plans, building circulars, internal newsletter, intranet and website updates.
  - b. Non-ongoing – all positions listed are located in Canberra
    - 1 x marketing manager (PEL1): duties include marketing of APH visitor services, events, exhibitions and The Parliament Shop, management of social media accounts, general communications activities
    - 1 x communications officer (PSL6): duties include building-wide communications relating to the security upgrade program of works, assisting marketing manager with management of social media accounts, general internal communications activities.
  - c. None
  - d. None
  - e. One
  - f. None

- g. The position of media manager transitioned from non-ongoing to ongoing and was permanently filled in October 2015. This recruitment process was in train before the change of Prime Minister. The non-ongoing marketing manager position is also transitioning to an ongoing position. A recruitment process was in train at 31 January 2016.