

SENATE STANDING COMMITTEE ON LEGAL AND CONSTITUTIONAL AFFAIRS  
ATTORNEY-GENERAL'S DEPARTMENT

**Group: Written**

**Program: Whole-of-Portfolio**

**Question: BE14/117**

**Senator Ludwig asked the following question at the hearing on 26-29 May 2014:**

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?

**The answer to the honourable senator's question is as follows:**

1. The portfolio's response to this question is set out in Table 1 below. The response covers the period from 7 September 2013 to 29 May 2014.

**Table 1**

<b>Department/Agency</b>	<b>a) How many ongoing staff, the classification, the type of work they undertake and their location.</b>	<b>b) How many non-ongoing staff, their classification, type of work they undertake and their location</b>	<b>c) How many contractors, their classification, type of work they undertake and their location</b>	<b>d) How many are graphic designers?</b>	<b>e) How many are media managers?</b>	<b>f) How many organise events?</b>
Attorney-General's Department	<p>Seventeen staff located in the Strategy and Delivery Division in Canberra. This includes:</p> <ul style="list-style-type: none"> <li>• four EL2s</li> <li>• seven EL1s</li> <li>• four APS6s</li> <li>• one APS5, and</li> <li>• one APS4.</li> </ul> <p>Duties include:</p> <ul style="list-style-type: none"> <li>• design and publication services</li> <li>• media liaison</li> <li>• strategic communication, and</li> <li>• crisis communication as part of the core function of Emergency Management Australia</li> </ul>	Nil	Nil	Two	Nil	Nil
Administrative Appeals Tribunal	Nil	<p>One EL1 located in Sydney.</p> <p>Duties include:</p> <ul style="list-style-type: none"> <li>• developing and implementing strategies to</li> </ul>	Nil	Nil	Nil	Nil

Department/Agency	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?
		<p>meet the Administrative Appeals Tribunal internal and external communication needs</p> <ul style="list-style-type: none"> <li>• maintaining and enhancing a suite of information products</li> <li>• coordinating the production of key publications, and</li> <li>• assisting with media enquiries</li> </ul>				
Australian Crime Commission	<p>Six staff located in Canberra. This includes:</p> <ul style="list-style-type: none"> <li>• one EL2</li> <li>• two EL1s, and</li> <li>• three APS6s</li> </ul> <p>Duties include:</p> <ul style="list-style-type: none"> <li>• design services</li> <li>• media liaison</li> <li>• stakeholder engagement</li> <li>• publications</li> <li>• internal communications, and</li> <li>• web management</li> </ul>	Nil	Nil	One	Nil	Nil

<b>Department/Agency</b>	<b>a) How many ongoing staff, the classification, the type of work they undertake and their location.</b>	<b>b) How many non-ongoing staff, their classification, type of work they undertake and their location</b>	<b>c) How many contractors, their classification, type of work they undertake and their location</b>	<b>d) How many are graphic designers?</b>	<b>e) How many are media managers?</b>	<b>f) How many organise events?</b>
Australian Federal Police (AFP)	<p>Thirty six staff located in Canberra:</p> <ul style="list-style-type: none"> <li>• one SES</li> <li>• two AFP Band 9s</li> <li>• two AFP Band 8s</li> <li>• four AFP Band 7s</li> <li>• ten AFP Band 6s</li> <li>• three ARP Band 5s</li> <li>• ten AFP Band 4s</li> <li>• three AFP Band 3s, and</li> <li>• one AFP Band 2</li> </ul> <p>Duties include:</p> <ul style="list-style-type: none"> <li>• media liaison</li> <li>• communication strategy and product development</li> <li>• writing and editing</li> <li>• strategic communications</li> <li>• news and digital production of publications (print and online)</li> <li>• social media monitoring and management</li> <li>• online webservices</li> <li>• design services</li> <li>• video production</li> </ul>	Nil	Nil	Two	One	Nil

Department/Agency	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?
	<ul style="list-style-type: none"> <li>• multimedia production</li> <li>• AFP Museum curation and management, and</li> <li>• audio-visual management and administration of the AFP Conference Centre.</li> </ul>					
Australian Financial Security Authority	<p>Four staff located in Canberra:</p> <ul style="list-style-type: none"> <li>• one EL2</li> <li>• one EL1</li> <li>• one APS6 (0.6FTE), and</li> <li>• one APS5 (0.6FTE)</li> </ul> <p>Duties include:</p> <ul style="list-style-type: none"> <li>• public relations</li> <li>• communications, and</li> <li>• media activities</li> </ul>	Nil	Nil	One	Nil	Nil
Australian Human Rights Commission	<p>Nine staff located in Sydney:</p> <ul style="list-style-type: none"> <li>• one EL2</li> <li>• four EL1s</li> <li>• two APS6</li> <li>• one APS5, and</li> <li>• one APS4</li> </ul> <p>Duties include:</p> <ul style="list-style-type: none"> <li>• media management and</li> </ul>	<p>Two staff located in Sydney (one APS5 and one APS4).</p> <p>Duties include:</p> <ul style="list-style-type: none"> <li>• web development, and</li> <li>• executive support services</li> </ul>	Nil	One	Two	One

Department/Agency	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?
	advice <ul style="list-style-type: none"> <li>• marketing coordination</li> <li>• web management</li> <li>• event management, and</li> <li>• executive support services</li> </ul>					
Australian Institute of Criminology (AIC)	One APS5 located in Canberra.  Duties include conference management	One EL2 located in Canberra.  Duties include: <ul style="list-style-type: none"> <li>• managing communications</li> <li>• media liaison</li> <li>• media training AIC for staff, and</li> <li>• Freedom of Information</li> </ul>	Nil	Nil	One (0.3FTE)	One
Australian Law Reform Commission	One EL1 located in Sydney.  Duties include: <ul style="list-style-type: none"> <li>• web management</li> <li>• social media management</li> <li>• media monitoring, and</li> <li>• media liaison</li> </ul>	Nil	Nil	Nil	Nil	Nil
Australian Security Intelligence Organisation	For security reasons, it would not be appropriate to comment publicly on this matter.					

Department/Agency	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?
Australian Transaction Reports and Analysis Centre	<p>Four staff located in Melbourne:</p> <ul style="list-style-type: none"> <li>• one EL1</li> <li>• two APS6s, and</li> <li>• one APS4</li> </ul> <p>Duties include:</p> <ul style="list-style-type: none"> <li>• design</li> <li>• internal and external communication strategies</li> <li>• internal and external stakeholder products</li> <li>• media enquiries</li> <li>• corporate publications, and</li> <li>• web management</li> </ul>	Nil	Nil	One	One	Nil
Commonwealth Director of Public Prosecutions	Nil	<p>One EL2 located in Canberra.</p> <p>Duties include:</p> <ul style="list-style-type: none"> <li>• developing, implementing and monitoring a communications strategy</li> <li>• providing technical support in relation to communications, media liaison and branding</li> <li>• developing products and</li> </ul>	Nil	Nil	Nil	Nil

Department/Agency	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?
		channels for effective communication delivery, and <ul style="list-style-type: none"> <li>• developing products including printed publications and online publishing materials</li> </ul>				
CrimTrac	Three staff located in Canberra: <ul style="list-style-type: none"> <li>• one EL1</li> <li>• one APS6, and</li> <li>• one APS5</li> </ul> Duties include: <ul style="list-style-type: none"> <li>• media</li> <li>• event management, and</li> <li>• internal and external communication</li> </ul>	Nil	Nil	Nil	One	One
Family Court of Australia/Federal Circuit Court	Five staff located in Canberra and Melbourne: <ul style="list-style-type: none"> <li>• one EL2 (Canberra)</li> <li>• two EL1s (one in Melbourne, one in Canberra)</li> <li>• one APS6 (Canberra), and</li> </ul>	Nil	Nil	One	One	One



Department/Agency	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?
	<ul style="list-style-type: none"> <li>• one APS5 (Canberra)</li> </ul> Duties include: <ul style="list-style-type: none"> <li>• media management</li> <li>• strategic and stakeholder communication</li> <li>• graphic design</li> <li>• print and contract management</li> <li>• newsletter</li> <li>• event management, and</li> <li>• web management</li> </ul>					
Federal Court of Australia	One EL1 located in Sydney.  Duties include: <ul style="list-style-type: none"> <li>• media management</li> </ul>	Nil	Nil	Nil	Nil	Nil
Office of the Australian Information Commissioner	Five staff located in Sydney: <ul style="list-style-type: none"> <li>• one EL2 (0.5 FTE)</li> <li>• one EL1 (0.5FTE)</li> <li>• one APS6 (0.5FTE), and</li> <li>• two APS5's (1 fulltime and another at 0.5FTE).</li> </ul> Duties include: <ul style="list-style-type: none"> <li>• media releases</li> </ul>	Nil	Nil	Nil	Nil	One

Department/Agency	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?
	<ul style="list-style-type: none"> <li>• social media</li> <li>• newsletters and publications</li> <li>• event management, and</li> <li>• web management</li> </ul>					
National Archives of Australia	<p>Six staff located in Canberra::</p> <ul style="list-style-type: none"> <li>• one PAO3</li> <li>• one PAO2</li> <li>• one APS6</li> <li>• two APS5s, and</li> <li>• one PAO2</li> </ul> <p>Duties include:</p> <ul style="list-style-type: none"> <li>• communications</li> <li>• design</li> <li>• media management</li> <li>• social media, and</li> <li>• marketing</li> </ul>	Nil	Nil	Two	One	Nil
Australia Council for the Arts	Nil	<p>Eight staff located in Sydney:</p> <ul style="list-style-type: none"> <li>• one AC Band 1EA</li> <li>• two AC Band 6s</li> <li>• four AC Band 4s, and</li> <li>• one AC Band 3</li> </ul>	Nil	Nil	One	One

Department/Agency	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?
		Duties include: <ul style="list-style-type: none"> <li>• communications</li> <li>• media management</li> <li>• marketing and operations</li> <li>• production, and</li> <li>• web management</li> </ul>				
Australian Film, Television and Radio School	Three staff located in Sydney: <ul style="list-style-type: none"> <li>• one EL1, and</li> <li>• two APS4s</li> </ul> Duties include: <ul style="list-style-type: none"> <li>• communications, and</li> <li>• media events</li> </ul>	Two staff located in Sydney: <ul style="list-style-type: none"> <li>• one EL2, and</li> <li>• one APS 6</li> </ul> Duties include: <ul style="list-style-type: none"> <li>• communications</li> <li>• design, and</li> <li>• media events</li> </ul>	One consultant (classification not applicable)  Duties include: <ul style="list-style-type: none"> <li>• public relations, and</li> <li>• media liaison</li> </ul>	One	One	Two
Australian National Maritime Museum	Two staff located in Sydney: <ul style="list-style-type: none"> <li>• one EL1, and</li> <li>• one APS5</li> </ul> Duties include: <ul style="list-style-type: none"> <li>• promoting the mission and strategic priorities</li> <li>• information management, and</li> <li>• event management</li> </ul>	Nil	Nil	Nil	Nil	One

Department/Agency	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?
Bundanon Trust	Nil	Nil	Nil	Not applicable		
Creative Partnerships Australia	<p>Two staff located in Melbourne.</p> <p>CPA employees are not employed under the <i>Australia Public Service Act 1999</i> and do not have a classification.</p> <p>Duties include:</p> <ul style="list-style-type: none"> <li>• marketing</li> <li>• media management, and</li> <li>• web site management</li> </ul>	Nil	Nil	Nil	Nil	Nil
Museum of Australian Democracy/Old Parliament House	<p>Two staff located in Canberra (one EL1 and one APS6).</p> <p>Duties include:</p> <ul style="list-style-type: none"> <li>• marketing, and</li> <li>• media liaison</li> </ul>	<p>One APS5 located in Canberra.</p> <p>Duties include:</p> <ul style="list-style-type: none"> <li>• support marketing and</li> <li>• media liaison</li> </ul>	Nil	Nil	One (0.35FTE)	Nil
National Film and Sound Archive	<p>Six staff located in Canberra and Sydney:</p> <ul style="list-style-type: none"> <li>• one EL1 (Sydney)</li> <li>• four APS6s (one in Sydney, three in Canberra),</li> </ul>	<p>Three staff located in Sydney:</p> <ul style="list-style-type: none"> <li>• one EL2, and</li> <li>• one APS5</li> </ul> <p>Duties include:</p>	Nil	One	Two	Nil

Department/Agency	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?
	<p>and</p> <ul style="list-style-type: none"> <li>• one APS4 (Canberra)</li> </ul> <p>Duties include:</p> <ul style="list-style-type: none"> <li>• design,</li> <li>• media liaison, and</li> <li>• strategic communication</li> </ul>	<ul style="list-style-type: none"> <li>• design,</li> <li>• media liaison, and</li> <li>• strategic communication</li> </ul>				
National Gallery of Australia	<p>3.25 full-time equivalent (FTE) staff located in Canberra:</p> <ul style="list-style-type: none"> <li>• one SES (0.25 FTE)</li> <li>• one EL2</li> <li>• one EL1, and</li> <li>• one NGA4</li> </ul> <p>Duties include:</p> <ul style="list-style-type: none"> <li>• marketing (including tourism and online), and</li> <li>• communications</li> </ul>	<p>One NGA4 located in Canberra.</p> <p>Duties include coordination of marketing and communications.</p>	Nil	Nil	One	Nil
National Library of Australia	<p>Three staff located in Canberra:</p> <ul style="list-style-type: none"> <li>• two APS6, and</li> <li>• one APS5</li> </ul> <p>Duties include:</p> <ul style="list-style-type: none"> <li>• media liaison</li> <li>• communications, and</li> <li>• social media</li> </ul>	<p>One APS5 located in Canberra.</p> <p>Duties include executive and public programmes.</p>	Nil	Nil	One	Nil

Department/Agency	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?
National Museum of Australia	<p>Five staff located in Canberra:</p> <ul style="list-style-type: none"> <li>• one EL2</li> <li>• two EL1s</li> <li>• one APS6, and</li> <li>• one APS5</li> </ul> <p>Duties include:</p> <ul style="list-style-type: none"> <li>• marketing</li> <li>• design</li> <li>• media liaison</li> <li>• strategic communication, and</li> <li>• crisis communication</li> </ul>	<p>One APS6 located in Canberra.</p> <p>Duties include communications support.</p>	Nil	One	One	Nil
National Portrait Gallery of Australia	<p>Four staff located in Canberra:</p> <ul style="list-style-type: none"> <li>• one EL1</li> <li>• two APS6s, and</li> <li>• one APS5</li> </ul> <p>Duties include:</p> <ul style="list-style-type: none"> <li>• public relations</li> <li>• communications</li> <li>• publication and merchandise</li> <li>• copyright, and</li> <li>• social media</li> </ul>	<p>One EL2 located in Canberra.</p> <p>Duties include external relations.</p>	Nil	One	Two	Nil

<b>Department/Agency</b>	<b>a) How many ongoing staff, the classification, the type of work they undertake and their location.</b>	<b>b) How many non-ongoing staff, their classification, type of work they undertake and their location</b>	<b>c) How many contractors, their classification, type of work they undertake and their location</b>	<b>d) How many are graphic designers?</b>	<b>e) How many are media managers?</b>	<b>f) How many organise events?</b>
Screen Australia	<p>Three staff located in Sydney:</p> <ul style="list-style-type: none"> <li>• one EL2</li> <li>• one SA6, and</li> <li>• one SA4</li> </ul> <p>Duties include</p> <ul style="list-style-type: none"> <li>• strategic and corporate communications</li> <li>• print and online publishing, and</li> <li>• web management</li> </ul>	Nil	One	Nil	One	One