

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

Group: 1

Program: Whole-of-Portfolio

Question No. SBE14/080

Senator Ludwig asked the following question at the hearing on 20 November 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 the table below. The response covers the period 31 May to 11 December 2014.

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?
Attorney-General's Department	<p>Seventeen staff located in Canberra. This includes:</p> <ul style="list-style-type: none"> • four EL2s • seven EL1s • six APS6s <p>Duties include:</p> <ul style="list-style-type: none"> • strategic communication • media liaison • design and publication services • crisis communication as part of the core function of Emergency Management Australia 	Nil	Nil	Two	Nil	Nil
Administrative Appeals Tribunal	<p>One EL1 located in Sydney. Duties include:</p> <ul style="list-style-type: none"> • developing and implementing strategies to meet communication needs • production of key publications • maintaining and enhancing suite of information products • media enquiries 	Nil	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?
Australian Council of the Arts	Nil	<p>Eight staff located in Sydney. This includes:</p> <ul style="list-style-type: none"> • One Australia Council (AC) Band IEA • Two ACB Band 6 • Four AC Band 4 • One AC Band 3 <p>Note: Australia Council Band 3 role was unfilled from 1 August 2014 until 15 December 2014.</p> <p>Duties include:</p> <ul style="list-style-type: none"> • Communications strategy and stakeholder relations. • Media strategy and media relations. • Marketing strategy, production and delivery. • Digital content production and coordination. 	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?
		<ul style="list-style-type: none"> • Publication services • Rich media content 				
Australian Crime Commission	<p>Six staff located in Canberra. This includes:</p> <ul style="list-style-type: none"> • one EL2 • two EL1s, and • three APS6s <p>Duties include:</p> <ul style="list-style-type: none"> • design services • media liaison • stakeholder engagement • publications • internal communications, • and • web management 	Nil	Nil	One	<p>Three undertake this functions as part of their role:</p> <p>One EL2 (0.5 FTE) One EL1 One APS6</p>	Nil
Australian Federal Police	<p>Thirty one located in Canberra. This includes:</p> <ul style="list-style-type: none"> • two Band 3 • nine Band 4 • two Band 5 • nine Band 6 • four Band 7 • three Band 8 • two Executive 	Nil	Nil	One	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?
Australian Film, Television and Radio School	<p>Three staff located in Sydney. This includes:</p> <ul style="list-style-type: none"> • one EL1 equivalent • three APS4 equivalent • four APS6s equivalent <p>Duties include:</p> <ul style="list-style-type: none"> • preparing and publishing communications • organising Sydney events 	<p>Two staff located in Sydney. This includes:</p> <ul style="list-style-type: none"> • one EL2 equivalent • one APS6 equivalent <p>Duties include:</p> <ul style="list-style-type: none"> • preparing and publishing communications • organising Sydney events • graphic design services • web publishing 	<p>One located in Sydney (classification not applicable)</p> <p>Duties include:</p> <ul style="list-style-type: none"> • Public relations and media work. 	One	One	Two
Australian Financial Security Authority	<p>Four staff located in Canberra:</p> <ul style="list-style-type: none"> • one EL2 • one EL1 • one APS6 (0.6FTE), and • one APS5 (0.6FTE) <p>Duties include:</p> <ul style="list-style-type: none"> • public relations • communications • media activities 	Nil	Nil	One	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?
Australian Human Rights Commission	<p>Seven staff located in Sydney. This includes:</p> <ul style="list-style-type: none"> • One EL2 • One EL1 • One EL1 • One APS6 • One APS6 • One APS5 <p>Duties include:</p> <ul style="list-style-type: none"> • Media advice • design and publication services • event coordination and marketing • web design and management 	<p>Three staff located in Sydney. This includes:</p> <ul style="list-style-type: none"> • One EL1 (0.5FTE) • One APS5 • One APS3/4 (0.6FTE) <p>Duties include:</p> <ul style="list-style-type: none"> • Media advice • Communications administration and support • web publishing 	Nil	One	One	One
Australian Institute of Criminology	<p>Three staff (two staff in the Canberra, one in Melbourne), this includes:</p> <ul style="list-style-type: none"> • one APS6 • one APS5 • one APS4 	<p>One EL2 located in Canberra</p> <p>Duties include:</p> <ul style="list-style-type: none"> • Management of Communications team including: <ul style="list-style-type: none"> ○ oversight of design and 	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?
	Duties include: <ul style="list-style-type: none"> • design and publication services • typesetting • conference coordinator • web publishing 	publication services <ul style="list-style-type: none"> ○ web and FOI ○ events management ○ ministerial liaison ○ media 				
Australian Law Reform Commission	One EL1 located in Sydney. Duties include: <ul style="list-style-type: none"> • web management • social media management • media monitoring, and • media liaison 	Nil	Nil	Nil	Nil	Nil
Australian National Maritime Museum	One EL1 located in Sydney. Duties include: <ul style="list-style-type: none"> • Public relations • Media liaison • Strategic communication advice • Stakeholder management • Event management 	One APS5 located in Sydney. Duties include: <ul style="list-style-type: none"> • Media liaison • Public relations • Event management • Administrative support 	Nil	Nil	One	Two

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 Security Intelligence Organisation	For security reasons, it would not be appropriate to comment publicly on this matter.					
Australian Transaction Reports and Analysis Centre	<p>Four staff located in Melbourne. This includes:</p> <ul style="list-style-type: none"> • one EL1 • three APS6 <p>Duties include:</p> <ul style="list-style-type: none"> • design and publication services • web publishing • website management • internal and external communication strategies • media responses • writing and editing support to business units • production and editing of all corporate publications 	Nil	<p>One person (without a classification) located in Melbourne.</p> <p>Engaged to assist converting website material into HTML format (to meet government accessibility requirements).</p>	One	One (combined with other duties. One quarter of their time spent on media)	Nil
Commonwealth Director of Public Prosecutions	Nil	<p>One EL2 located in Canberra.</p> <p>Duties include:</p> <ul style="list-style-type: none"> • communications strategy 	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?
		<ul style="list-style-type: none"> • technical support in relation to communications, media liaison and branding • developing products and channels for effective communication delivery, and • developing products including printed publications and online publishing materials 				
Creative Partnerships Australia	<p>Two staff located in Melbourne. Creative Partnerships' employees are not employed under the <i>Public Service Act 1999</i> and do not have a classification.</p> <p>Duties include:</p> <ul style="list-style-type: none"> • marketing • communications 	Nil	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?
	<ul style="list-style-type: none"> • media management • website management 					
CrimTrac	<p>Three staff located in the ACT. This includes:</p> <ul style="list-style-type: none"> • one EL1 • one APS6 • one APS5 <p>Duties include:</p> <ul style="list-style-type: none"> • communications • media management • event management • annual report • publication services • stakeholder engagement 	Nil	Nil	Nil	Nil (function fulfilled by all staff)	Nil (function fulfilled by all staff)
Family Court and Federal Circuit Court	<p>Five ongoing staff located in Canberra and Melbourne. This includes:</p> <ul style="list-style-type: none"> • one EL2 (Canberra) • two EL1s (one in Melbourne, one in Canberra) • one APS6 (Canberra) • one APS5 (Canberra) 	Nil	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"> • media management • strategic and stakeholder communication • graphic design • print and contract management • newsletter • event management, and • web management 					
Federal Court of Australia	One EL2, based in Victoria working nationally. Duties include: <ul style="list-style-type: none"> • Assisting the media with their information requests concerning the business of the Federal Court of Australia • Providing advice to Chief Justice and the Registrar on media-related issues. • Advising other staff on related matters • Monitoring the media for relevant items. 	Nil	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 Archives of Australia	<p>Six staff located in the Canberra:</p> <ul style="list-style-type: none"> • one PAO3 • two PAO2 • one APS6 • two APS5s <p>Duties include:</p> <ul style="list-style-type: none"> • communications • design • media management • social media 	Nil	Nil	Two	One	Nil
National Film and Sound Archive of Australia	<p>Eight staff located in Canberra and Sydney. This includes:</p> <ul style="list-style-type: none"> • One EL1 (Sydney) • One APS6 (Sydney) • One APS 6 (Canberra) • One APS6 (Canberra) • One APS6 (Sydney [on transfer to another agency since 28 November 2014]) • One APS4 (Sydney) • One APS4 (Sydney) • One APS4 (Canberra) 	<p>Two staff located in Sydney. This includes:</p> <ul style="list-style-type: none"> • One EL2 (Sydney) • One APS6 (Sydney [backfilling ongoing staff member on temporary transfer to another agency since 1 December 2014]) <p>Duties include:</p> <ul style="list-style-type: none"> • Marketing • Strategic 	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?
	Duties include: <ul style="list-style-type: none"> • Graphic design • media liaison • social media • national media • website communication • publishing 	communications <ul style="list-style-type: none"> • Online publishing 				
National Library of Australia	Three staff located in Canberra. This includes: <ul style="list-style-type: none"> • Two APS6 • One APS5 Duties include: <ul style="list-style-type: none"> • media management • communications & marketing management • social media coordination 	One APS5 located in Canberra (on a 12 month contract replacing an ongoing staff member on leave without pay). Duties include: <ul style="list-style-type: none"> • communications • marketing 	Nil	None	One	None
National Museum of Australia	Seven staff located in Canberra. This includes: <ul style="list-style-type: none"> • One EL2 • Two EL1s • Three APS6s • One APS3 	One APS5 located in Canberra. Duties include: <ul style="list-style-type: none"> • Marketing • communication 	Nil	One	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?
	Duties include: <ul style="list-style-type: none"> • Marketing • Design • media liaison • strategic communication • crisis communication • social media coordination 					
National Gallery of Australia	3.25 full-time equivalent (FTE) staff located in Canberra: <ul style="list-style-type: none"> • one SES (0.25 FTE) • one EL1 • two NGA4 Duties include: <ul style="list-style-type: none"> • marketing (including tourism and online), and communications 	Nil	One EL2 equivalent undertaking marketing and communications work located in Canberra.	Nil	One	Nil
Office of the Australian Information Commissioner	Four staff located in Sydney: <ul style="list-style-type: none"> • one EL2 (0.5 FTE) • one EL1 (0.5FTE) • one APS6 (0.5FTE) • one APS5 (0.5FTE). 	Nil	Nil	Nil	One (0.5FTE)	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"> • media releases • social media • newsletters and publications • event management, and • web management 					
Screen Australia	Three staff located in Sydney. This includes: <ul style="list-style-type: none"> • One EL2 • Two SA6 Duties include: <ul style="list-style-type: none"> • Providing high-level corporate communications services and advice • managing the provision of effective, strategically focused print and online publishing services • content management across all of Screen Australia's corporate and industry communications • managing Screen Australia's internal 	Nil	Nil	Nil	One	One (0.5FTE)

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>communication platforms which include the intranet and social media as well as coordination of design and print management of Screen Australia branded materials</p> <ul style="list-style-type: none"> • communication and promotion of Screen Australia projects, programs and the Australia screen sector via the Screen Australia website, social media channels and other external communication channels 					