

Department/Agency: Department of the Senate

Topic: Communications Staff

Senator: Senator Ryan

Question reference number: 49

Type of question: Written

Questions

1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:
 - a. By Department or agency:
 - i. How many ongoing staff, the classification, the type of work they undertake and their location.
 - ii. How many non-ongoing staff, their classification, type of work they undertake and their location
 - iii. How many contractors, their classification, type of work they undertake and their location
 - iv. How many are graphic designers?
 - v. How many are media managers?
 - vi. How many organise events?

Answer

The department does not have a specific public relations, communications or media section, however, the Senate Public Information Office is responsible for disseminating information on the role of the Senate and the work involved in performing this role. The Senate Public Information Office also manages the Senate's, and the department's internet and intranet publishing requirements.

Four ongoing employees work in the Senate Public Information Office – two Parliamentary Executive Level 1 employees, one Australian Parliamentary Service Level 6 employee and one Australian Parliamentary Service Level 4 employee. All are located in Parliament House.

One employee is responsible for project management relating to the production and dissemination of Senate information resources.

One employee is responsible for managing the web publishing team and for the department's online presence in relevant social media.

The remaining two ongoing employees are responsible for maintaining and loading information to the internet and intranet, for overseeing the maintenance of several databases of information and for providing advice on web publishing requirements to departmental employees.

One non-ongoing employee works in the Senate Public Information Office – at the Australian Parliamentary Service Level 3 classification. This employee is also located in Parliament House.

This employee is responsible for publishing information to the internet and intranet and for supporting the other web publishing roles in the Senate Public Information Office.

Two contractors are engaged to support the work of the Senate Public Information Office. No classification is assigned to these contractors and both are located in Parliament House.

The contractors are responsible for technical IT development work.

Three employees in the Parliamentary Education Office work on publications to support the work of the Parliamentary Education Office. These employees are at the Australian Parliamentary Service Level 6, the Australian Parliamentary Service Level 5 and Australian Parliamentary Service Level 4 classifications working on web publishing and both online and hard copy educational resources.

Additionally, three employees in the Department of the Senate Print Room are responsible for printing and hard copy publications, including committee reports, annual reports and other material produced by the department in conjunction with the work of the Senate. These employees are located in Parliament House and are at the Australian Parliamentary Service Level 6, the Australian Parliamentary Service Level 4 and Australian Parliamentary Service Level 3 classifications.

2. Do any departments/agencies have independent media studios? If yes, why? When was it established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?

Answer

The department does not have an independent media studio. It does have an editing facility which Parliamentary Education Office staff use to prepare parliamentary related educational resources.
