

Department/Agency: Department of the Senate
Topic: Communications Staff

Senator: Senator Ryan
Question reference number: 47
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.

Eight ongoing employees work in the Senate Public Information Office – two Parliamentary Executive Level 1 employees, three Australian Parliamentary Service Level 6 employees, one Australian Parliamentary Service Level 5 employee and two Australian Parliamentary Service Level 4 employees. 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.

One employee is mostly responsible for the production of multi-media resources including video for the Parliamentary Education Office.

Two employees are mostly responsible for the production of printed and online resources for the Parliamentary Education Office.

The remaining three 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.

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.

Additionally, three employees in the Print Room are responsible for printing and hard copy publications, including committee 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.

The department does not employ staff as ‘media managers’ or to organise events.

- 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 Senate Public Information Office staff use to prepare parliamentary related educational resources among other things.