

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

Portfolio

Question No. 128

Senator Humphries asked the following question at the hearing on 16 October 2012:

Communications and media staff

For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:

By Department or 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

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

Australian Government Solicitor (AGS) is a government business enterprise operating on a commercial and competitive basis in providing legal and related services to government and its agencies. AGS does not receive any Budget or other appropriations and its employees are engaged outside of the *Public Service Act 1999*. The question is therefore not applicable to AGS.

Please see table below for other responses.

a)How many ongoing staff, the classification, the type of work they undertake and their location.

Agency	Ongoing Staff	Classification	Work they undertake	Location
Attorney-General's Department	16.5	SESB1 x 0.5 (note this position oversees other areas) EL2 x 3 EL1 x 9 APS5-6 x 3 APS4 x 1	Managing media enquiries, talking points, Crisis communication and coordination support, preparation of media briefings, compiling media clips, managing the Australian Associated Press contract for the Department, corporate Communications and publications, assistance with Departmental speeches, writing and editing documents, Web content redevelopment, graphic design, strategy and campaign work.	Canberra
Australian Crime Commission	6.5	SES1 – x 0.25 (note this position also oversees a range of other areas) EL2- x 0.75 (note this position also oversees other areas) EL1- x 1.5 (note these two positions also oversee other areas) APS6 - x 4.0 (note two of these five positions also deliver other services)	Media services, Event management, Internal communication and Graphic design.	Canberra
Australian Customs and Border Protection Service	29	CL5 – x 1 CL4 – x 9	Media operations, public affairs, events, online for internal & external and corporate communications – eg.	25 Canberra 2 Sydney

		<p>CL3 – x 12</p> <p>CL2 – x 5</p> <p>Graduate Trainee – x 2</p>	<p>Newsletters; staff information about agency initiatives.</p>	
<p>Australian Federal Police</p>	<p>42</p> <p>(4 of the 42 staff are working part time hours).</p>	<p>SES1 – x 1</p> <p>Manager Corporate Communications</p> <p>EL2 – x 3</p> <p>Coordinators:</p> <p>Media x 1</p> <p>Marketing x 1</p> <p>Production & Online Services x 1</p> <p>Band 8 – x 4</p> <p>Team Leaders:</p> <p>Media x 2</p> <p>Production x 1</p> <p>Marketing x 1</p> <p>Band 7 – x 5</p> <p>Team Leaders:</p> <p>Online Services x 1</p> <p>Publications x 1</p> <p>Social Media x 1</p> <p>Senior Marketing Communications</p>	<p>Media Liaison services, communication strategy and product development, publications (print and online), social media monitoring and management, online services, design services, video production, multimedia production, AFP Museum duration and management and AFP Conference Centre - audio-visual management and administration.</p>	<p>Most staff are located at AFP Headquarters, Barton, ACT</p> <p>Two staff are located at AFP Museum premises at Bowes Place, Phillip ACT</p> <p>NB. ACT Policing operates a dedicated Media and Marketing Team which has not been included in the figures provided in this template.</p>

		<p>Officers x 2</p> <p>Band 6 – x 9</p> <p>Media x 4</p> <p>Marketing x 2</p> <p>Design x 1</p> <p>Projects x 1</p> <p>Publications x 1</p> <p>Band 5 – x 3</p> <p>Museum x 1</p> <p>Online x 1</p> <p>Marketing x 1</p> <p>Band 4 x 14</p> <p>Media x 4</p> <p>Museum x 1</p> <p>Marketing x 1</p> <p>Publications x 2</p> <p>Design x 1</p> <p>Production x 5</p> <p>Band 3 – x 3</p> <p>Production x 1</p> <p>Online x 1</p> <p>Design x 1</p>		
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Australian Human Rights Commission	7	APS5 x 1 APS6 x 2 EL1 x 3 EL2 x 1	Web Developer Events & Marketing Coordinator and Web Designer Two Media Advisors and one Web Manager Communications Manager	Sydney
Australian Law Reform Commission	1	EL1 x 1	Communications including website management, facilitating twitter and Facebook sites for ALRC inquiries, preparing inquiry blogs and online newsletters, managing online submission process, media monitoring, current awareness.	Sydney
Australian Institute of Criminology	Nil			
Australian Security Intelligence Organisation	For security reasons, it would not be appropriate to comment publicly on this matter.			
Commonwealth Director of Public Prosecutions	1	APS6 x 0.3	Compiling media clips, managing media enquiries	Canberra
CrimTrac	2	EL2 x 1 APS6 x 1	Preparation of briefing materials, responses to media enquiries, media monitoring, development of agency and team communications strategies and plans	Canberra
Family Court of Australia	6	APS5 x 1– part-time - Communication Officer APS6 x 2 Senior	Public relations, communication and media-related functions for both the Family Court and Federal Magistrates Court under a	Canberra and Melbourne

		<p>Communication Officer & Webmaster</p> <p>EL1 x 2 Media and public affairs & Communications Advisor</p> <p>EL2 x 1 Communications Manager</p>	combined administration agreement	
Federal Magistrates Court of Australia	All public relations, communications and media staff are employed by the Family Court of Australia, who undertake functions for both the Family Court and Federal Magistrates Court under a combined administration agreement.			
Federal Court	1	EL2 x 1	Communication and media work - provides expert advice and assistance to the Chief Justice and Court's Executive on all media related issues	Victoria
National Native Title Tribunal	Nil			
Office of the Australian	3	EL2 x 0.2	Media releases	Sydney

Information Commissioner		EL1 x 1.3 APS 5 x 1.5	Social media Newsletters Events Publications	
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b) How many non-ongoing staff, their classification, type of work they undertake and their location

Agency	Non ongoing	Classification	Work they undertake	Location
Attorney-General's Department	4	APS5-6 x 4	Coordinating the Department's Annual Report, media and crisis communication, media enquiries, compiling media clips, preparing media briefs, crisis communication and coordination support, and editing of documents.	Canberra
Australian Crime Commission	Nil			
Australian Customs and Border Protection Service	2	CL3 – x 1 CL2 – x 1	Communications and Media	Canberra
Australian Federal Police	Nil			
Australian Law Reform Commission	Nil			
Australian Human Rights Commission	4	APS5 x 1 (backfilling ongoing APS 5 officer who is on maternity leave)	Web Developer Media Advisors	

		EL1 x 3		
Australian Institute of Criminology	1	EL2 x 1	AIC's communications resources publish hard copy, web, social media and via events. Publication and dissemination of research is an essential component of the AIC's outcome.	Canberra ACT
Commonwealth Director of Public Prosecutions	Nil			
CrimTrac	Nil			
Family Court of Australia	Nil			
Federal Magistrates Court of Australia	Nil			
Federal Court	Nil			
National Native Title Tribunal	1	APS6 x 1	<p>Communications:</p> <p>Provide advice on external communications,</p> <p>Research, write and edit a range of business focused information products (publications, external newsletters, corporate documents and procedures),</p> <p>Prepare timely and accurate advice and briefings on routine policy matters and the preparation of briefings for senate estimates and other correspondence,</p>	Perth

			<p>develop and maintain good external business relationships to support the delivery of communication products,</p> <p>Provide advice on the management of the Tribunal's corporate identity, including maintaining style and publishing guidelines for all Tribunal information across all media,</p> <p>Undertake media activities and manage communication projects.</p>	
Office of the Australian Information Commissioner	1	APS 6 x 1	Website content	Sydney

c) How many contractors, their classification, type of work they undertake and their location

Agency	Contractors	Classification	Work they undertake	Location
Attorney-General's Department	2	APS4 x 1 APS6 x 1	Corporate communications and publications, graphic design and assisting with the website redevelopment project.	Canberra
Australian Crime Commission	Nil			
Australian Customs and Border Protection Service	1	CL4 x 1	Staff engagement and internal communication strategies	Canberra

Australian Federal Police	1	Band 6 x 1	Publications (print and online)	AFP Headquarters, Barton, ACT
Australian Law Reform Commission	Nil			
Australian Human Rights Commission	Nil			
Australian Institute of Criminology	Nil			
Commonwealth Director of Public Prosecutions	Nil			
CrimTrac	Nil			
Family Court of Australia	Nil			
Federal Magistrates Court of Australia	Nil			
Federal Court	Nil			
National Native Title Tribunal	Nil			
Office of the Australian Information Commissioner	Nil			