Question: 16

Topic: Communications staff

Written: 7 March 2014

Senator LUDWIG asked:

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?

Answer:

The department has no specific public relations, communication or media staff.

a)   Seven ongoing staff are engaged, however, to manage and distribute information about the Senate, Parliamentary processes, and the department including management and maintenance of the Senate and Parliamentary Education Office websites. All positions are located in Parliament House, Canberra, Australian Capital Territory.

      Their classifications and type of work are listed below:

- One Parliamentary Executive Level 1 – Information Manager – produces and edits Senate information resources; manages other staff who post information on the Australian Parliament House website in relation to the Senate and the department; undertakes information policy work and represents the department on related inter-departmental matters.

- One Australian Parliamentary Service Level 6 – Project Manager (Video Production) – creates video and related multimedia materials for the Parliamentary Education Office and other work areas.

- One Australian Parliamentary Service Level 6 – Web Administrator – coordinates the work of the web publishing team and is responsible for the maintenance and loading of documents on Australian Parliament House website for the Senate and the department and on the department's intranet.

- One Australian Parliamentary Service Level 6 – Publishing Manager – creates publications for the Parliamentary Education Office and other work areas.

- One Australian Parliamentary Service Level 5 – Web Developer – develops and maintains the Parliamentary Education Office website and creates related resources.

- One Australian Parliamentary Service Level 4 – Publishing Officer – supports the creation of publications for the Parliamentary Education Office and other work areas.

- One Australian Parliamentary Service Level 4 – Web Publisher – loads documents on the Australian Parliament House website for the Senate and the department and on the department's intranet.

b)   One non-ongoing staff member is engaged to manage and distribute information about the Senate and the department. This position is located in Parliament House, Canberra, Australian Capital Territory.

- One Australian Parliamentary Service Level 3 – Web Publisher – maintains and loads documents on the Australian Parliament House website for the Senate and the department and on the department's intranet.

c)   No contractors are engaged by the department.

d)   Two employees are graphic designers.

e)   The department has no media managers.

f)   No staff are responsible for the organisation of events. Information sessions, such as the Senate Occasional Public Lecture Series, are coordinated by staff in the Research Section whose duties include other tasks.