

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

Program: Portfolio

Question No. AE16/096

Senator Ludwig asked the following question at the hearing on 9 February 2016:

1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:
 1. How many ongoing staff, the classification, the type of work they undertake and their location.
 2. How many non-ongoing staff, their classification, type of work they undertake and their location
 3. How many contractors, their classification, type of work they undertake and their location
 4. How many are graphic designers?
 5. How many are media managers?
 6. How many organise events?
2. Have these arrangements changed since the change of Prime Minister on 14 September, 2015? If yes, please detail.

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

1. The portfolio's response to this question as at 9 February 2016 is set out in Table 1.
2. The portfolio's response to this question as at 13 September 2015 is set out in Table 2.

Table 1
9 February 2016

Department/Agency	1) How many ongoing staff, the classification, the type of work they undertake and their location.	2) How many non-ongoing staff, their classification, type of work they undertake and their location	3) How many contractors, their classification, type of work they undertake and their location	4) How many are graphic designers ?	5) How many are media managers ?	6) How many organise events?
Attorney-General's Department	<p>Fourteen staff located in Canberra. This includes:</p> <ul style="list-style-type: none"> • two EL2s • six EL1s • six APS6s <p>Duties include:</p> <ul style="list-style-type: none"> • media liaison • strategic communication • crisis communication as part of the core function of Emergency Management Australia • design and publication services • intranet publishing • social media 	Nil	Nil	Two	Nil	Nil
Administrative Appeals Tribunal	<p>Five staff located in Sydney. This includes:</p> <ul style="list-style-type: none"> • two part time EL1 (1 FTE) • two APS6 • one APS5 <p>Duties include:</p>	Nil	Nil	Nil	Nil	Nil

	<ul style="list-style-type: none"> • internal and external communications strategies products and support • media liaison • publications, including annual report. 					
Australian Crime Commission	<p>Seven staff located in ACT. This includes:</p> <ul style="list-style-type: none"> • one EL2 • three EL1s • three APS6s 	Nil	Nil	One	One	Nil
Australian Commission for Law Enforcement Integrity	Nil					
Australian Federal Police	<p>Thirty-one staff located in ACT. This includes:</p> <ul style="list-style-type: none"> • one SES 1 (50%) • two EL2s • two Band 8 • four Band 7 • nine Band 6 • three Band 5 • eight Band 4 • two Band 3 <p>Duties include:</p> <ul style="list-style-type: none"> • media Enquiries • design and publication services • web publishing • communications Strategies • conferencing 	Nil	Nil	Two	Twelve media staff in total: ten media and two social media.	On average two to three members are utilised per marketing/ media event.

	<ul style="list-style-type: none"> • audio visual and editing 					
Australian Financial Security Authority	<p>Four staff located in Canberra. This includes:</p> <ul style="list-style-type: none"> • one EL2 • one EL1 • one APS6 (0.6FTE) • one APS5 (0.6FTE) <p>Duties include:</p> <ul style="list-style-type: none"> • public relations • communications • media activities 	Nil	Nil	One	Nil	Nil
Australian Human Rights Commission	<p>Five staff located in Sydney. This includes:</p> <ul style="list-style-type: none"> • one Director EL2 • two Media Advisors EL1 • one Web Manager EL1 • one Web Assistant APS 5 	<p>One staff member located in Sydney. This includes:</p> <ul style="list-style-type: none"> • one part-time communications assistant APS 4 	Nil	Nil	Two	One part time communications assistant
Australian Institute of Criminology	<p>Three staff located in ACT. This includes:</p> <ul style="list-style-type: none"> • one APS6 • one APS5 (0.6 FTE) • one APS4 	Nil	Nil	One	Nil	One APS5 (0.6 FTE)
Australian Law Reform Commission	<p>One staff located in NSW. This includes:</p> <ul style="list-style-type: none"> • one EL1 <p>Duties include:</p> <ul style="list-style-type: none"> • online communications and web publishing • design and publication services 	Nil	Nil	Nil	Nil	Nil

	<ul style="list-style-type: none"> • social media 					
Australian Security and Intelligence Organisation	For security reasons, it would not be appropriate to comment publicly on this matter					
AUSTRAC	<p>Two staff located in Victoria. This includes:</p> <ul style="list-style-type: none"> • one EL1 • one APS6 <p>Duties include:</p> <ul style="list-style-type: none"> • communications planning • media relations • social media • design and publication services • web publishing 	Nil	<p>Two</p> <ul style="list-style-type: none"> • one at APS5 equivalent • one at APS6 equivalent <p>Duties include:</p> <ul style="list-style-type: none"> • Media relations • Social media design and publication services 	Two	One	Nil
Commonwealth Director of Public Prosecutions	<p>Two staff located in ACT. This includes:</p> <ul style="list-style-type: none"> • one EL1 • one APS5 <p>Duties include:</p> <ul style="list-style-type: none"> • internal communication • web publishing • media liaison • design and publication services • event Management 	<p>One staff located in ACT. This includes:</p> <ul style="list-style-type: none"> • one EL1 <p>Duties include:</p> <ul style="list-style-type: none"> • internal communication • web publishing • design and publication services 	Nil	Nil	One	One
CrimTrac	<p>Three staff located in Canberra. This includes:</p> <ul style="list-style-type: none"> • one EL1 • one APS6 	Nil	Nil	Nil	Nil	Nil

	<ul style="list-style-type: none"> • one APS5 <p>Duties include:</p> <ul style="list-style-type: none"> • external communication • internal communication • media management • event management 					
Federal Court of Australia	<p>One staff located in Victoria. This includes:</p> <ul style="list-style-type: none"> • one EL2 <p>Duties include:</p> <ul style="list-style-type: none"> • providing advice to Chief Justice and the Registrar on media-related issues • advising other staff on related matters • monitoring the media for relevant items • drafting press releases 	Nil	Nil	Nil	One	Nil
Family Court and Federal Circuit Court	<p>Five staff located in Canberra. Two staff located in Parramatta. This includes:</p> <ul style="list-style-type: none"> • one EL2 • one EL1 • three APS 6 • one APS 5 • one APS 4 <p>Duties include:</p> <ul style="list-style-type: none"> • internal and external communications 	Nil	Nil	One	Nil	One

	<ul style="list-style-type: none"> • graphic design and publication services • web publishing • judgment publishing • intranet publishing • events • forms design and accessibility • storage and distribution contract • social media management • translated products • branding • corporate stationery 					
High Court of Australia	Nil					
National Archives of Australia	<p>Four staff located in Canberra. This includes:</p> <ul style="list-style-type: none"> • one PAO 3 • one PAO 2 • one APS 6 • one APS 5 <p>Duties include:</p> <ul style="list-style-type: none"> • media • advertising and marketing • social media 	Nil	Nil	Nil	One	Nil
Office of the Australian Information Commissioner	<p>Four staff members located in NSW. This includes:</p> <ul style="list-style-type: none"> • three APS6 • one APS5 	<p>Two staff members located in NSW. This includes:</p> <ul style="list-style-type: none"> • one EL2, Director, Strategic Communication and Coordination (note, 	Nil	Nil	One	One

	<p>Duties include:</p> <ul style="list-style-type: none"> • speechwriting • social media • newsletters • publications • external website and intranet • corporate reporting • secretariat work • internal communications. 	<p>this non-ongoing role covers a substantive position on maternity leave)</p> <ul style="list-style-type: none"> • one EL1, Assistant Director, Strategic Communication and Coordination (note, this non-ongoing role covers a substantive position on maternity leave) <p>Duties include:</p> <ul style="list-style-type: none"> • communication strategy • media releases • speechwriting • social media • newsletters • events • secretariat work • corporate reporting • publications • the website • internal communications 				
Office of Parliamentary Counsel	Nil					

Table 2
13 September 2015

Department/Agency	1) How many ongoing staff, the classification, the type of work they undertake and their location.	2) How many non-ongoing staff, their classification, type of work they undertake and their location	3) How many contractors, their classification, type of work they undertake and their location	4) How many are graphic designers ?	5) How many are media managers ?	6) How many organise events?
Attorney-General's Department	<p>Sixteen staff located in Strategy and Delivery Division in Canberra. This includes:</p> <ul style="list-style-type: none"> • two EL2s • seven EL1s • seven APS6s <p>Duties include:</p> <ul style="list-style-type: none"> • media liaison • strategic communication • crisis communication as part of the core function of Emergency Management Australia • design and publication services • intranet publishing • social media 	Nil	Nil	Two	Nil	Nil
<i>Royal Commission into Trade Union Governance and Corruption</i>	Nil	<p>One staff member located in NSW. This includes:</p> <ul style="list-style-type: none"> • one EL2 <p>Duties include:</p> <ul style="list-style-type: none"> • media management • developing and maintaining 	Nil	Nil	One	Nil

		<p>communication strategies</p> <ul style="list-style-type: none"> managing issues arising from the business of the Royal Commission on a daily basis managing media enquiries and attendance at public hearings <p>preparation and approval of material for web publishing</p>				
Administrative Appeals Tribunal	<p>Five staff located in Sydney. This includes:</p> <ul style="list-style-type: none"> two EL1 (1.6 FTE) two APS6 one APS5 <p>Duties include:</p> <ul style="list-style-type: none"> internal and external communications strategies, products and support media liaison publications, including annual report. 	Nil	Nil	Nil	Nil	Nil
Australian Crime Commission	<p>Eight staff located in ACT. This includes:</p> <ul style="list-style-type: none"> one EL2 three EL1 three APS6 	Nil	Nil	One	One	Nil
Australian Commission for Law Enforcement Integrity	Nil					
Australian Federal	Thirty one staff located in	Nil	Nil	Two	Ten	On

Police	<p>ACT. This includes:</p> <ul style="list-style-type: none"> • one SES 1 • two EL2s • two band 8 • four band 7 • nine band 6 • three band 5 • eight band 4 • two band 3 <p>Duties include:</p> <ul style="list-style-type: none"> • media Enquiries • design and publication services • web publishing • communications strategies • conferencing • audio visual and editing 					average two to three members are utilised per marketing/ media event.
Australian Financial Security Authority	Nil					
Australian Human Rights Commission	<p>Five staff located in Sydney. This includes:</p> <ul style="list-style-type: none"> • one Director EL2 • two Media Advisors EL1 • one Web Manager EL1 • one Web Assistant APS 5 	<p>One staff member located in Sydney. This includes:</p> <ul style="list-style-type: none"> • one part-time communications assistant APS 4 	Nil	Nil	Two	One part-time communications assistant
Australian Institute of Criminology	<p>Four staff located in ACT. This includes:</p> <ul style="list-style-type: none"> • two APS6 • one APS5 (0.6 FTE) • one APS4 	Nil	One APS3	One	Nil	One APS5 (0.6 FTE)
Australian Law	One staff located in NSW.	Nil	Nil	Nil	Nil	Nil

Reform Commission	<p>This includes:</p> <ul style="list-style-type: none"> • one EL1 <p>Duties include:</p> <ul style="list-style-type: none"> • online communications and web publishing • design and publication services • social media 					
Australian Security and Intelligence Organisation	For security reasons, it would not be appropriate to comment publicly on this matter.					
AUSTRAC	<p>Two staff located in Melbourne. This includes:</p> <ul style="list-style-type: none"> • one EL1 • one 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>Two contractors located in Melbourne:</p> <ul style="list-style-type: none"> • One APS6-equivalent undertaking media relations and writing and editing support • One APS5 equivalent undertaking design and publication services 	Two	One	Nil
Commonwealth Director of Public	Two staff located in ACT. This includes:	One staff located in ACT. This includes:	Nil	Nil	One	One

Prosecutions	<ul style="list-style-type: none"> • one EL1 • one APS5 <p>Duties include:</p> <ul style="list-style-type: none"> • internal communication • web publishing • media liaison • design and publication services • event Management 	<ul style="list-style-type: none"> • one EL1 <p>Duties include:</p> <ul style="list-style-type: none"> • internal communication • web publishing • design and publication services 				
CrimTrac	<p>Three staff located in Canberra. 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"> • external communication • internal communication • media management • event management 	Nil	Nil	Nil	Nil	Nil
Federal Court of Australia	<p>One EL2 Officer, based in Victoria.</p> <p>Duties include:</p> <ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • drafting press releases 					
Family Court and Federal Circuit Court	<p>Five staff located in Canberra. Two staff located in Parramatta. This includes:</p> <ul style="list-style-type: none"> • one EL2 • one EL1 • three APS 6 • one APS 5 • one APS 4 <p>Duties include:</p> <ul style="list-style-type: none"> • internal and external communications • graphic design and publication services • web publishing • judgment publishing • intranet publishing • events • forms design and accessibility • storage and distribution contract • social media management • translated products • branding • corporate stationery 	Nil	Nil	One	Nil	One
High Court of Australia	Nil					
National Archives of Australia	Nil					
Office of the	Four staff members located in	Two staff members are located	Nil	Nil	One	One

