

PORTFOLIO OVERVIEW

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MINISTERS AND PORTFOLIO RESPONSIBILITIES

The Prime Minister and Cabinet portfolio agencies produce a range of outputs required for well-coordinated, efficient and accountable public administration supported by a values-based Australian Public Service. The principal responsibilities that fall within the purview of the Prime Minister and Cabinet portfolio were described in the Administrative Arrangement Orders (AAO) of 25 January 2008 and comprise:

- Coordination of government administration
- Assistance to Cabinet and its committees
- Policy advice and administrative support to the Prime Minister
- Intergovernmental relations and communications with state and territory governments
- Australian honours and symbols policy
- Government ceremonial and hospitality
- Counter-terrorism policy coordination
- National security policy coordination
- Work and family policy coordination
- Privacy
- Freedom of information.

The principal responsibilities of the portfolio have not changed since the issue of the AAO of 25 January 2008 except for the transfer of the National Archives of Australia (the Archives) into the Prime Minister and Cabinet portfolio from the Finance and Deregulation portfolio with effect from 1 May 2008. Budget statements for the Archives are included in this Budget document.

On 1 May 2008 the Australian Government announced plans to establish Old Parliament House (OPH) as an executive agency under the *Public Service Act 1999*. OPH, currently administered as part of the Department of the Environment, Water, Heritage and the Arts, will be transferred to the Prime Minister and Cabinet portfolio with effect from 1 July 2008. The budget for this function is currently reported in the Department of the Environment, Water, Heritage and the Arts PB Statements 2008-09. Following establishment of the entity, separate statements will be prepared for OPH and included in future Budget statements for the Prime Minister and Cabinet portfolio.

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No other changes have occurred that impact on the portfolio structure since the issue of the Portfolio Additional Estimates Statements 2007–08.

A diagrammatic representation of the structure and outcomes of the portfolio is provided at Figure 1 on page 7.

The **Department of the Prime Minister and Cabinet** (PM&C) has five output groups to achieve its planned outcome—sound and well-coordinated government policies, programs and decision-making processes:

- Output Groups 1–4: These groups contribute to PM&C’s planned outcome through the analysis of major policy issues and design of strategic solutions, particularly in matters relating to economic and international policy agendas, industry, infrastructure, environmental, social, international and national security issues. The groups play a lead role in coordinating relevant portfolios, state and territory governments and other stakeholders to progress priorities through the Council of Australian Governments (COAG) and the initiatives that were identified at the 2020 Policy Summit.
- Output Group 5: This group provides policy advice on parliamentary, machinery of government, legal and cultural issues, and a range of support services, including secretariat services to Cabinet and its committees and to the Executive Council; monitors the implementation of Cabinet decisions; develops and coordinates the government’s legislative program; coordinates and promotes awards and national symbols; supports the official establishments, former Governors-General and the Governor-General designate; and administers State occasions and the official visits program.

The AAO of 3 December 2007 established the **Department of Climate Change** as a separate department of state within the portfolio. The Department of Climate Change leads the development and coordination of Australia’s climate change policy. It is responsible for policy advice, policy implementation and program delivery in three areas: reducing Australia’s greenhouse gas emissions; adapting to the impacts of climate change that cannot be avoided; and helping to shape a global solution.

For budget purposes, separate documents are prepared for the Department of Climate Change and its related agency, the Office of the Renewable Energy Regulator. Further information can be obtained by reference to the Department of Climate Change PB Statements 2008–09 – Budget Related Paper No. 1.15B.

The **Australian Institute of Family Studies** (AIFS) is an Australian Government statutory authority established under the *Australian Family Law Act (1975)*. The institute was established in February 1980 to promote the identification and understanding of factors affecting marital and family stability in Australia. The agency aims to inform government, policy makers and other stakeholders on factors affecting how families function.

The **Australian National Audit Office (ANAO)** – the Auditor –General, assisted by the ANAO, is responsible for undertaking audits of the financial statements and performance of Australian Government public sector agencies. The ANAO has two outcomes: independent assessment of the performance of selected Australian Government public sector activities, including the scope for improving efficiency and administrative effectiveness; and, independent assurance of Australian Government public sector financial reporting, administration, control and accountability.

The **Australian Public Service Commission** (the Commission) is a central agency with a leadership role in contributing to the future capability and sustainability of the Australian Public Service (APS). The Commission works to achieve a planned outcome of fostering a confident, high-quality, values-based and sustainable Australian Public Service. The Commission's three output groups are Australian Public Service policy and employment services, development programs, and better practice and evaluation.

The **Office of National Assessments (ONA)** provides assessments on international developments, including political, strategic and economic developments, to the Prime Minister, senior ministers and senior officials. The ONA is also responsible for coordinating and evaluating Australia's foreign intelligence activities.

The **National Archives of Australia** (the Archives) works to achieve two planned outcomes:

- Commonwealth institutions have access to recordkeeping products and services that enable them to account for their actions and decisions through full, authentic and reliable records; and
- to ensure Australians have access to a national archival collection that assists them to understand their heritage and democracy.

The **Office of the Commonwealth Ombudsman** (the Ombudsman) works to ensure that administrative action by Australian Government is fair and accountable. The Ombudsman's two outputs are review of administrative action and review of statutory compliance in specified areas.

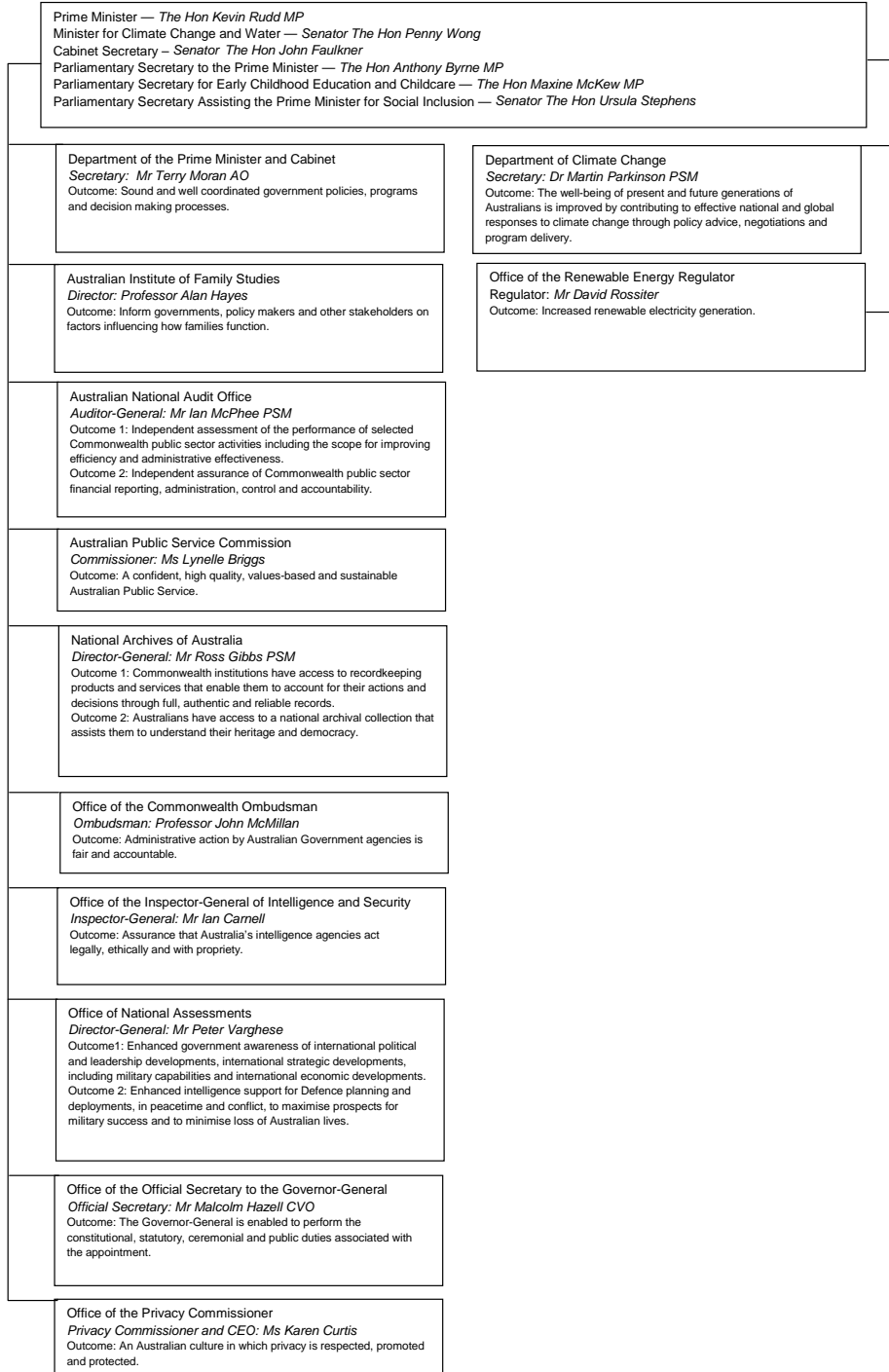
The **Office of the Inspector-General of Intelligence and Security (OIGIS)** works to provide assurance that Australia's intelligence agencies act legally, ethically and with propriety. The Office does this through one output: to inspect, inquire into and report on the activities of the intelligence and security agencies.

The **Office of the Official Secretary to the Governor-General** (the Office) was established by the Constitution of the Commonwealth of Australia. The planned outcome for the Office of the Official Secretary to the Governor-General is that the Governor-General is enabled to perform the constitutional, statutory, ceremonial and public duties associated with the appointment.

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The **Office of the Privacy Commissioner** (OPC) is an independent office which has responsibilities under the *Privacy Act 1988*. The focus of the OPC is to promote an Australian culture that respects privacy. In achieving this, the OPC recognises that this right should be balanced against other important social interests such as the free flow of information and the need for government business to operate efficiently.

Figure 1: Portfolio structure and outcomes



PORTFOLIO RESOURCES MADE AVAILABLE IN THE BUDGET YEAR

Table 1: Portfolio resources made available in the Budget year

| | Appropriation | | | Receipts | Total |
|---|----------------------|----------------------|-------------------|--------------|----------------|
| | Bill No. 1 \$'000 | Bill No. 2 \$'000 | Special \$'000 | \$'000 | \$'000 |
| Department of the Prime Minister and Cabinet | | | | | |
| Administered appropriations | 9,456 | - | 1,249 | - | 10,705 |
| Departmental appropriations | 92,979 | 4,015 | - | - | 96,994 |
| Total: | 102,435 | 4,015 | 1,249 | - | 107,699 |
| Australian Institute of Family Studies | | | | | |
| Administered appropriations | - | - | - | - | - |
| Departmental appropriations | 4,037 | - | - | 7,842 | 11,879 |
| Total: | 4,037 | - | - | 7,842 | 11,879 |
| Australian National Audit Office | | | | | |
| Administered appropriations | - | - | - | - | - |
| Departmental appropriations | 62,106 | - | 392 | 1,856 | 64,354 |
| Total: | 62,106 | - | 392 | 1,856 | 64,354 |
| Australian Public Service Commission | | | | | |
| Administered appropriations | - | - | - | - | - |
| Departmental appropriations | 21,718 | 475 | 19,175 | - | 41,368 |
| Total: | 21,718 | 475 | 19,175 | - | 41,368 |
| National Archives of Australia | | | | | |
| Administered appropriations | - | - | - | - | - |
| Departmental appropriations | 66,316 | - | - | 1,765 | 68,081 |
| Total: | 66,316 | - | - | 1,765 | 68,081 |
| Office of the Commonwealth Ombudsman | | | | | |
| Administered appropriations | - | - | - | - | - |
| Departmental appropriations | 17,737 | - | - | 1,765 | 19,502 |
| Total: | 17,737 | - | - | 1,765 | 19,502 |

Continued on next page.

Table 1: Portfolio resources made available in the Budget year (continued)

| | Appropriation | | | Receipts | Total |
|---|----------------------|----------------------|-------------------|------------|----------------|
| | Bill No. 1 \$'000 | Bill No. 2 \$'000 | Special \$'000 | \$'000 | \$'000 |
| Office of the Inspector-General of Intelligence and Security | | | | | |
| Administered appropriations | - | - | - | - | - |
| Departmental appropriations | 1,899 | - | - | - | 1,899 |
| Total: | 1,899 | - | - | - | 1,899 |
| Office of National Assessments | | | | | |
| Administered appropriations | - | - | - | - | - |
| Departmental appropriations | 31,992 | 6,100 | - | - | 38,092 |
| Total: | 31,992 | 6,100 | - | - | 38,092 |
| Office of the Official Secretary to the Governor-General | | | | | |
| Administered appropriations | 1,263 | - | 365 | - | 1,628 |
| Departmental appropriations | 11,659 | 1,946 | - | - | 13,605 |
| Total: | 12,922 | 1,946 | 365 | - | 15,233 |
| Office of the Privacy Commissioner | | | | | |
| Administered appropriations | - | - | - | - | - |
| Departmental appropriations | 6,444 | - | - | 850 | 7,294 |
| Total: | 6,444 | - | - | 850 | 7,294 |
| Resources available within portfolio: | | | | | 375,401 |