

PORTFOLIO OVERVIEW

PRIME MINISTER AND CABINET PORTFOLIO OVERVIEW

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, amended 1 May 2008, updated 1 July 2008 and further amended 8 March 2010, 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
- Management of government records
- Old Parliament House.

The structure and outcomes of the portfolio are depicted in diagrammatic form on pages 7 and 8.

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The legislation administered by the portfolio includes:

- *Administrative Arrangements Act 1987*
- *Archives Act 1983*
- *Auditor-General Act 1997*
- *Australian Capital Territory Government Service (Consequential Provisions) Act 1994*
- *Complaints (Australian Federal Police) Act 1981, Part III*
- *Defence Act 1903, Part IIIAAA, insofar as it relates to the powers or functions of the Prime Minister as an authorising minister*
- *Family Law Act 1975, Part XIVA*
- *Flags Act 1953*
- *Freedom of Information Act 1982, except to the extent administered by the Attorney-General*
- *Governor-General Act 1974*
- *House of Representatives (Quorum) Act 1989*
- *Inspector-General of Intelligence and Security Act 1986*
- *Office of National Assessments Act 1977*
- *Ombudsman Act 1976*
- *Parliamentary Commission of Inquiry (Repeal) Act 1986*
- *Parliamentary Presiding Officers Act 1965*
- *Privacy Act 1988, except to the extent administered by the Attorney-General*
- *Public Service Act 1999*
- *Resource Assessment Commission Act 1989*
- *Royal Commissions Act 1902*
- *Royal Powers Act 1953*
- *Royal Style and Titles Act 1973*
- *Senate (Quorum) Act 1991.*

On 8 March 2010, as a result of Machinery of Government changes, a new Department of Climate Change and Energy Efficiency was established as a separate portfolio. Accordingly the previously known Department of Climate Change and its related entity, the Office of the Renewable Energy Regulator, are no longer part of the Prime Minister and Cabinet Portfolio.

These Portfolio Budget Statements (PB Statements) detail the allocation of resources for the Department of the Prime Minister and Cabinet and its related agencies. This includes ten prescribed agencies and one *Commonwealth Authorities and Companies Act 1997* (CAC Act) not-for-profit organisation:

- Australian Institute of Family Studies
- Australian National Audit Office
- Australian Public Service Commission
- National Archives of Australia
- National Australia Day Council (CAC Act agency)
- Office of the Commonwealth Ombudsman
- Office of the Inspector-General of Intelligence and Security
- Office of National Assessments
- Office of the Official Secretary to the Governor-General
- Office of the Privacy Commissioner
- Old Parliament House.

The **Department of the Prime Minister and Cabinet** (PM&C) is a Department of State. The principal function of PM&C is to provide support to the Prime Minister, the Cabinet Secretary and the Cabinet and to achieve a coordinated and innovative approach to the development and implementation of government policies.

The **Australian Institute of Family Studies** (AIFS) is an Australian Government statutory agency established under the *Family Law Act 1975*. The role of the Institute is to conduct research and communicate findings to policymakers, service providers and the broader community about factors that affect family wellbeing.

The **Australian National Audit Office** (ANAO) assists the Auditor-General, who is responsible for undertaking audits of the financial statements and performance of Australian Government public sector agencies.

The **Australian Public Service Commission** (APSC) is a statutory agency with a central role in leading a range of broad public service reforms as articulated in the government's *Ahead of the Game: Blueprint for the Reform of Australian Government Administration*. The APSC has a key role in developing a human capital strategy to support a united, citizen-centric APS, fostering talent and leadership, assuring agencies' organisational capability, revising and embedding APS Values, supporting

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high ethical standards and co-ordinating workplace relations for Australian Government employment.

The **National Archives of Australia** (the Archives) helps Australian Government agencies create and manage their records; selects the most valuable records created by Australian Government agencies to become part of the national archival collection; stores, describes and preserves the national archival collection; and provides access to the collection in accordance with the provisions of the *Archives Act 1983*.

The **National Australia Day Council** (NADC) is the coordinating body for Australia Day celebrations across the nation and for the Australian of the Year Awards. The NADC is a not-for-profit government-owned company, reporting under the provisions of the CAC Act.

The **Office of the Commonwealth Ombudsman** (the Ombudsman) works to ensure that administrative action by Australian Government agencies is fair and accountable.

The **Office of the Inspector-General of Intelligence and Security** (OIGIS) works to provide assurance that Australia's intelligence agencies act legally and with propriety.

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. ONA is also responsible for coordinating and evaluating Australia's foreign intelligence activities.

The position of the Official Secretary to the Governor-General (the Official Secretary) has existed since 1901. It was established as a statutory office in December 1984 by amendment to the *Governor-General Act 1974*. The Official Secretary employs staff under section 13 of the Governor-General Act to staff the **Office of the Official Secretary to the Governor-General** (the Office). The Office's role is to support the Governor-General to enable her to perform her official duties.

The **Office of the Privacy Commissioner** (OPC) is an independent office that has responsibilities under the *Privacy Act 1988* to promote and protect privacy in Australia.

Old Parliament House (OPH) was established as an executive agency under the *Public Service Act 1999* on 1 July 2008. OPH aims to inspire and engage Australians to celebrate, debate and experience the past, present and future of Australia's democracy and to ensure the conservation and management of the nationally significant heritage site.

Figure 1: Prime Minister and Cabinet portfolio structure and outcomes

Prime Minister—The Hon Kevin Rudd MP Cabinet Secretary—Senator the Hon Joseph Ludwig Minister Assisting the Prime Minister for Government Service Delivery—Senator the Hon Mark Arbib Parliamentary Secretary to the Prime Minister—The Hon Anthony Byrne MP	
Department of the Prime Minister and Cabinet	<i>Secretary: Mr Terry Moran AO</i>
Outcome: Coordination of government activities; policy development; advice and program delivery to support and inform the Prime Minister, Cabinet and the Cabinet Secretary.	
Australian Institute of Family Studies	<i>Director: Professor Alan Hayes</i>
Outcome: Increased understanding of factors affecting how families function by conducting research and communicating findings to policy makers, service providers, and the broader community.	
Australian National Audit Office	<i>Auditor-General: Mr Ian McPhee PSM</i>
Outcome 1: To provide assurance on the fair presentation of financial statements of Australian Government entities by providing independent audit opinions and related reports for the information of Parliament and the Executive.	
Outcome 2: To improve the efficiency and effectiveness of the administration of Australian Government programs and entities by undertaking a program of independent performance audits and assurance reviews for the information of Parliament and the Executive.	
Australian Public Service Commission	<i>Commissioner: Mr Stephen Sedgwick</i>
Outcome: Increased awareness and adoption of best practice public administration by the public service through leadership, promotion, advice and professional development, drawing on research and evaluation.	
National Archives of Australia	<i>Director-General: Mr Ross Gibbs PSM</i>
Outcome 1: Authentic, reliable and useable Commonwealth records through the provision of information management products and services to Australian Government agencies.	
Outcome 2: Greater understanding of our heritage and democracy through preserving, describing and providing access to the national archival collection.	
National Australia Day Council	<i>Chief Executive Officer: Mr Warren Pearson</i>
Outcome: A shared celebration of Australia and Australians through promoting the meaning of and participation in Australia Day and the Australian of the Year Awards.	

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Prime Minister and Cabinet portfolio structure and outcomes (continued)

Office of the Commonwealth Ombudsman

Ombudsman: Professor John McMillan

Outcome: Fair and accountable administrative action by Australian Government agencies by investigating complaints, reviewing administrative action and inspecting statutory compliance by law enforcement agencies.

Office of the Inspector-General of Intelligence and Security

Acting Inspector-General: Dr Vivienne Thom

Outcome: Independent assurance for the Prime Minister, senior ministers and Parliament as to whether Australia's intelligence and security agencies act legally and with propriety by inspecting, inquiring into and reporting on their activities.

Office of National Assessments

Director-General: Mr Allan Gyngell AO

Outcome: Advancement of Australia's national interests through increased government awareness of international developments affecting Australia.

Office of the Official Secretary to the Governor-General

Official Secretary: Mr Stephen Brady

Outcome: The performance of the Governor-General's role is facilitated through organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

Office of the Privacy Commissioner

Privacy Commissioner and CEO: Ms Karen Curtis

Outcome: The protection of individuals' personal information through investigating complaints and inquiring into potential privacy interferences, advice to Government, audits of personal information handling practices, community education, and research.

Old Parliament House

Director: Ms Jenny Anderson

Outcome: An enhanced appreciation and understanding of the political and social heritage of Australia for members of the public, through activities including the conservation and upkeep of, and the provision of access to, Old Parliament House and the development of its collections, exhibitions and educational programs.

PORTFOLIO RESOURCES

Table 1 shows the total new resources provided to the portfolio in the 2010–11 budget year, by agency.

Table 1: Portfolio resources 2010–11

	Appropriation			Receipts	Total
	Bill No. 1 \$'000	Bill No. 2 \$'000	Special \$'000	\$'000	\$'000
Department of the Prime Minister and Cabinet					
Administered appropriations	10,380	-	-	-	10,380
Departmental appropriations	136,359	500	-	12,385	149,244
Total:	146,739	500	-	12,385	159,624
Australian Institute of Family Studies					
Administered appropriations	-	-	-	-	-
Departmental appropriations	3,748	-	-	6,637	10,385
Total:	3,748	-	-	6,637	10,385
Australian National Audit Office					
Administered appropriations	-	-	-	-	-
Departmental appropriations	73,561	650	470	3,324	78,005
Total:	73,561	650	470	3,324	78,005
Australian Public Service Commission					
Administered appropriations	-	-	-	-	-
Departmental appropriations	33,527	3,333	-	16,530	53,390
Total:	33,527	3,333	-	16,530	53,390
National Archives of Australia					
Administered appropriations	-	-	-	-	-
Departmental appropriations	62,490	-	-	1,625	64,115
Total:	62,490	-	-	1,625	64,115
National Australia Day Council¹					
Administered appropriations	-	-	-	-	-
Departmental appropriations	-	-	-	6,493	6,493
Total:	-	-	-	6,493	6,493

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Table 1: Portfolio resources 2010–11 (continued)

	Appropriation			Receipts	Total
	Bill No. 1 \$'000	Bill No. 2 \$'000	Special \$'000	\$'000	\$'000
Office of the Commonwealth Ombudsman					
Administered appropriations	-	-	-	-	-
Departmental appropriations	20,157	170	-	1,457	21,784
Total:	20,157	170	-	1,457	21,784
Office of the Inspector-General of Intelligence and Security					
Administered appropriations	-	-	-	-	-
Departmental appropriations	2,167	-	-	-	2,167
Total:	2,167	-	-	-	2,167
Office of National Assessments					
Administered appropriations	-	-	-	-	-
Departmental appropriations	35,420	2,797	-	-	38,217
Total:	35,420	2,797	-	-	38,217
Office of the Official Secretary to the Governor-General					
Administered appropriations	1,669	-	394	-	2,063
Departmental appropriations	11,589	3,237	-	-	14,826
Total:	13,258	3,237	394	-	16,889
Office of the Privacy Commissioner					
Administered appropriations	-	-	-	-	-
Departmental appropriations	6,400	-	-	850	7,250
Total:	6,400	-	-	850	7,250
Old Parliament House					
Administered appropriations	2,000	154	-	-	2,154
Departmental appropriations	14,464	52	-	-	14,516
Total:	16,464	206	-	-	16,670
Resources available within portfolio					474,989

1 Includes a grant from the Department of Prime Minister and Cabinet administered Bill No. 1 appropriations of \$3.4 million.

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