

## **Departmental Overview**

## **Portfolio agencies and outcomes**

### **Prime Minister and Cabinet**

**Prime Minister** The Hon. John Howard, MP

**Minister Assisting the Prime Minister** The Hon. Wilson Tuckey, MP

**Parliamentary Secretary to Cabinet** Senator the Hon. Bill Heffernan

**Minister Assisting the Prime Minister for the Status of Women** Senator the Hon. Amanda Vanstone

**Minister Assisting the Prime Minister for the Public Service** The Hon. Dr David Kemp, MP

#### **Department of the Prime Minister and Cabinet**

*Secretary* Mr Max Moore-Wilton, AC

Outcome: Sound and well coordinated government policies, programmes and decision-making processes.

#### **Office of the Inspector-General of Intelligence and Security**

*Inspector-General* Mr Bill Blick, PSM

Outcome: An environment in which Australia's intelligence agencies act legally, ethically and with propriety.

#### **Australian National Audit Office**

*Auditor-General* Mr Pat Barrett, AM

Outcome 1: Independent assessment of the performance of selected Commonwealth public sector activities, including the scope for improving efficiency and administrative effectiveness.

Outcome 2: Independent assurance of Commonwealth public sector financial reporting, administration, control and accountability.

#### **Office of National Assessments**

*Director-General* Mr Kim Jones, AM

Outcome 1: Enhanced government awareness of international political and leadership developments, international strategic developments, including military capabilities and international economic developments.

Outcome 2: Enhanced intelligence support for Defence planning and deployments, in peacetime and conflict, to maximise prospects for military success and to minimise loss of Australian lives.

#### **Office of the Commonwealth Ombudsman**

*Ombudsman* Mr Ron McLeod, AM

Outcome: To achieve equitable outcomes for complaints from the public and foster improved and fairer administration by Commonwealth agencies.

#### **Office of the Official Secretary to the Governor-General**

*Official Secretary* Mr Martin Bonsey, LVO

Outcome: The Governor-General is enabled to perform the constitutional, statutory, ceremonial and public duties associated with the appointment.

#### **Public Service and Merit Protection Commission**

*Commissioner* Ms Helen Williams, AO

Outcome: Encourage the development of an Australian Public Service in which agencies:

- maximise Australia's position in a global environment by ensuring that we are future-focused and actively seek the changes that will guarantee our national future;
- provide innovative, professional and impartial public interest policy advice to government;
- provide the best service to Australians taking into account quality, accessibility and cost; and
- achieve a culture based on the APS Values.

**Organisational structure and senior staffing**  
June 2001

<b>Secretary</b> Max Moore-Wilton			
<b>Output Group 1</b>	<b>Output Group 2</b>	<b>Output Group 3</b>	<b>Output Group 4</b>
Economic policy advice and coordination	Social policy advice and coordination	International policy advice and coordination	Support services for government operations
<b>Executive Coordinator</b> Economic, Industry and Resources Policy <i>Vacant</i>	<b>Executive Coordinator</b> Social Policy <i>Jane Halton</i>	<b>Reports directly to the Secretary</b>	<b>Executive Coordinator</b> Government and Corporate <i>Alan Henderson</i>
<b>Economic Division</b> First Assistant Secretary <i>Richard Murray</i>	<b>Social Policy Division</b> First Assistant Secretary <i>Katrina Edwards</i>	<b>International Division</b> First Assistant Secretary <i>Michael Potts</i>	<b>Cabinet Secretariat</b> Assistant Secretary <i>John Doherty</i>
Economic Policy Assistant Secretary <i>Arthur Camilleri</i>	Health and Community Services Assistant Secretary <i>David Webster</i>	Pacific, Rest of the World and Multilateral Assistant Secretary <i>Patrick Cole</i>	Cabinet Support Assistant Secretary <i>Tony Levy*</i>
Fiscal Policy Assistant Secretary <i>Barry Sterland</i>	Education and Immigration Assistant Secretary <i>Jennifer Bryant</i>	Asia, Americas and Trade Assistant Secretary <i>Ric Wells</i>	Corporate Support Assistant Secretary <i>Richard Oliver</i>
Taxation and Superannuation Assistant Secretary <i>Paulette Quang</i>	Families and Income Support Assistant Secretary <i>Cathy Halbert*</i>	Defence, Intelligence and Security Assistant Secretary <i>Brendon Hammer</i>	Ceremonial and Hospitality Assistant Secretary <i>Julie Yeend</i>
	Employment and Indigenous Policy Assistant Secretary <i>Helen Hambling</i>		CHOGM 2001 Task Force Assistant Secretary <i>Hugh Craft</i>

<b>Industry, Infrastructure and Environment Division</b> First Assistant Secretary <i>James Horne</i>	<b>Office of the Status of Women</b> First Assistant Secretary <i>Rosemary Calder</i>		<b>Government Division</b> First Assistant Secretary <i>Barbara Belcher</i>
Infrastructure and Regional Policy Assistant Secretary <i>Stuart Sargent</i>	Assistant Secretaries <i>Joanne Caldwell</i> <i>Karen Bentley</i>		Parliamentary and Government Assistant Secretary <i>Peter Hamburger</i>
Industry Policy Assistant Secretary <i>Sean Innis*</i>			Legal and Culture Assistant Secretary <i>David Macgill*</i>
Rural and Environment Assistant Secretary <i>Jenny Goddard</i>			Awards and National Symbols Assistant Secretary <i>Paul O'Neill</i>
Overseas Investment Promotion Review Task Force <i>Keri Hartland</i>			Parliamentary Liaison Officer House of Representatives <i>Alistair Sherwin*</i>
			Parliamentary Liaison Officer Senate <i>Myra Croke*</i>
			<b>Government Communications Division</b> First Assistant Secretary <i>Greg Williams</i>
			Information Services Assistant Secretary <i>Susan Ball</i>

\* denotes acting

## **Role and functions**

The primary role of the department is to provide support to the Prime Minister and to achieve a coordinated approach to the development and implementation of government policies.

The principal matters the department deals with are:

- 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;
- status of women; and
- coordination of government communications and advertising.

The former Office of Indigenous Policy in the department was superseded in January 2001 by the new Department of Reconciliation and Aboriginal and Torres Strait Islander Affairs (DORATSIA). As a result, the role of advising the Prime Minister on Indigenous policy issues passed to the department's Social Policy Division.

## **Outcome and outputs**

The planned outcome for the Department of the Prime Minister and Cabinet is *sound and well coordinated government policies, programmes and decision-making processes*.

The department contributes to the achievement of this outcome through four output groups:

- group 1 outputs include policy advice on economic, industry, infrastructure and environment issues; and effective Council of Australian Governments (COAG) operations;
- group 2 outputs include policy advice on social and women's issues, as well as administering on behalf of the Government a number of programmes, including Partnerships Against Domestic Violence and grants to non-government women's organisations;
- group 3 outputs include policy advice on international issues; and
- group 4 outputs include policy advice on parliamentary, machinery of government and legal and cultural issues; provision of a range of support services for government operations, including coordination of Cabinet and Executive Council business; policy advice on coordination and promotion of national awards and symbols; coordination of government communications and advertising; administration of the Prime Minister's official establishments; administration of the visits and hospitality programme; and staging of the next Commonwealth Heads of Government Meeting (CHOGM).

At 30 June 2001 the department comprised an executive, seven divisions, the Cabinet Secretariat, the Ceremonial and Hospitality Branch and two task forces (the Overseas Investment Promotion Review Task Force and CHOGM Task Force), all of which are supported by corporate service units, which also purchase a range of goods and services from private sector providers. The costs of corporate services are apportioned as a component of each of the four output groups' price of outputs.

### **Administered appropriations**

Administered appropriations are funds appropriated, usually for specific purposes, and not directly controlled by the department. They may include grants, subsidies or benefits. In many cases, administered appropriations pay for the delivery of third party outputs.

In 2000–01, the department administered the following appropriations on behalf of the Government:

- allowances to former Governors-General;
- state occasions and guest of government;
- women's programmes;
- Prime Minister's official residences;
- compensation and legal expenses;
- the reconciliation process between the Commonwealth and Aboriginals; and
- CHOGM security.

Each of those administered appropriations is discussed within the relevant output group in the Report on Performance section of this annual report.

# Departmental outcome and output groups

June 2001

