



Australian Government

Department of the Prime Minister and Cabinet

PROTECTED

# Incoming Secretary's Brief – Professor Glyn Davis AC

31 May 2022

Department of the Prime Minister and Cabinet



## Your PM&C leadership team

As Secretary of PM&C, you oversee around 1,150 ASL staff (1,500 by headcount) (see Chapter 3 for more detail). Details of your senior executive and group descriptions are detailed below. A departmental organisational chart is at Chapter 3.



### Stephanie Foster PSM

*Deputy Secretary Governance and APS Reform*

Stephanie joined PM&C in December 2017 from the Australian Public Service Commission where she was Deputy Australian Public Service Commissioner. Prior to this Stephanie was Deputy Secretary in the Departments of Infrastructure and Regional Australia, after 23 years in intelligence and international policy in Defence.

The Governance and APS Reform Group supports the ongoing business of government by providing support services to the Prime Minister, the Cabinet, Cabinet committees, portfolio ministers and the Governor-General. The Group's work covers providing advice on parliamentary process, the administration of the executive branch of government, Australia's national honours and symbols, all matters of legal policy, and implementation of the Sex Discrimination Commissioner's Set the Standard Report. The Group also supports the Prime Minister, the Cabinet Secretary and chairs of Cabinet committees for Cabinet meetings and supports the Federal Executive Council. It also monitors the implementation of Government initiatives and considers future priorities; including implementation of the APS reform program.



### Simon Duggan

*Deputy Secretary Economy, Industry and G20 Sherpa, Executive Diversity Champion*

Simon joined PM&C in 2016 from the Australian Treasury. Prior to that, Simon spent 18 years in the Australian Treasury, where he led divisions that advised the Government on corporate and international taxation, the outlook for the Australian economy, macroeconomic policy and productivity-enhancing reforms.

The Economy, Industry and G20 Sherpa Group's work covers economic growth and employment, the Budget, taxation, industry, infrastructure, environment, energy, regional, agriculture, G20 and G7, whole-of-government regulatory reform and the digital economy. It also houses the Office of Supply Chain Resilience and the Clean Energy Supply Chain Taskforce.



## Alison Frame

### *Deputy Secretary Social Policy*

Alison joined PM&C in August 2020. Alison has led social policy initiatives and reform across both the Commonwealth and the NSW governments (where she was Deputy Secretary, with roles spanning property, housing and strategy).

The Social Policy Group's work covers social services, women and children, education and immigration, health, aged care, Commonwealth–state relations, public data and digital technology policy and PM&C's COVID-19 response work. It also houses the Policy Projects and Taskforces Office and Behavioural Economics Team of the Australian Government, the Office for Women, and the Office of the National Data Commissioner.



## Michelle Chan

### *Deputy Secretary National Security and International Policy*

Michelle joined PM&C in May 2022. She was the National Security Adviser to the Prime Minister from 2018 to 2022. From 2016 to 2018 she was Deputy Director-General of the Office of National Assessments (ONA, now ONI), responsible for North Asia, the Pacific, and military and strategic issues. She

was head of ONA's Southeast Asia Branch from 2011 to 2013. Prior to this Michelle held various positions in the Department of Foreign Affairs and Trade, including Ambassador to Myanmar from 2008–2011, and earlier postings to Indonesia, Vietnam and Cambodia.

The National Security and International Policy Group provides advice on Australia's foreign policy and national security interests. The Group's work covers the PM's engagement with foreign leaders and multilateral forums, Defence strategic policy, Defence capability and operations, critical technologies and infrastructure, countering foreign interference, cybersecurity, National Intelligence Community policy, counter-terrorism, law enforcement, border security, and crisis management, including disaster preparedness and response.



### **Scott Dewar**

*Deputy Secretary Quad, AUKUS and Naval Shipbuilding (QANS)*

Scott joined PM&C in November 2021, and has been Deputy Secretary Quad, AUKUS and Naval Shipbuilding since February 2022. Prior to joining PM&C, Scott served at the Department of Defence where he worked in Nuclear Powered Submarine Task Force. Before that he was Director of the Australian Geospatial-Intelligence Organisation, and had led the International Policy Division. Scott began his APS career in DFAT and has had postings to Seoul, Beijing and Honolulu. From 2008 to 2010 he worked in the Prime Minister's Office.

QANS was established in February 2022 to support the Prime Minister on key leaders-led international initiatives, including the acquisition of nuclear-powered submarines. QANS works with Defence and DFAT to ensure close coordination on all aspects of AUKUS work and provides the Prime Minister with regular updates on progress. QANS also leads the Department's work supporting the Prime Minister in the Leaders track of the Quad grouping. For the year ahead, this will be focused on the arrangements and policy content for Australia hosting the Quad Summit in 2023. QANS works with Defence and other government agencies to support whole-of-government alignment in delivering the national naval shipbuilding program.



### **Tomas Gilmartin**

*Chief Operating Officer (COO), CALD Network Champion*

Tom joined PM&C in March 2020. Prior to that Tom held a COO role at the Department of Justice NSW and Deputy Secretary and COO of Treasury NSW.

The Chief Operating Officer (COO) Group delivers internal corporate and enabling services and Ministerial support. The Group's work covers departmental support services (including people, finance, and information and communications technology) and shared services for portfolio agencies; design, implementation and management of business operations and governance processes; management of communications and ministerial correspondence; providing logistical support for the Prime Minister's program of international engagements and hosting visiting Heads of Government; provision of secure communications support to the Prime Minister; and IT services, technical support and advice on cyber security to the Prime Minister, Portfolio Ministers and their staff.

## Your office


Your immediate support staff currently include a Chief of Staff (SES B1), an Executive Assistant (EL1) and an Executive Officer (APS6).

Your Chief of Staff (currently Debbie Arnold) oversees the flow of information and policy decisions for your consideration and to provide you strategic advice and support.

Your Executive Assistant (currently s 22(1)(a)(ii)) manages your diary, travel, meetings arrangements and logistics.

Your Executive Officer (currently s 22(1)(a)(ii)) focuses predominately on national security and international matters, as well as internal communications and the management of your intelligence products.

# Chapter 3: Department and Portfolio Information

 <b>Australian Government</b> Department of the Prime Minister and Cabinet					<b>Professor Glyn Davis AC</b>		<b>Chief of Staff</b> <b>Executive Adviser</b> <b>Executive Assistant</b>	Below Arnold <b>s 22(1)(a)(ii)</b>
Domestic Policy Group					National Security and International Policy		Governance and APS Reform Group	COO Group
Deputy Secretary (Economy, Industry and Q20 Sherpa) Simon Duggan		Deputy Secretary (Social Policy) Alison Frame		Deputy Secretary (National Security and International Policy Group) Michelle Chan	Deputy Secretary (Quad, AUKUS and Naval Shipbuilding) Scott Dwyer		Deputy Secretary Stephanie Foster RSM	Chief Operating Officer Tom Gilmartin
Industry, Infrastructure and Environment	Economic	Office for Women	Social Policy		International	QUAD, AUKUS and Naval Shipbuilding	Government	Corporate
<b>FAS James Chisholm</b> Infrastructure, Transport, Agriculture and Regional AS: Marianne Dolman Industry, Innovation, Science and Communications AS: Anthea Bell Energy and Climate Change AS: Roland Trease Environment, Resilience and Resources AS: Matthew Strapp*	<b>FAS Natalie Horvat</b> Office of Best Practice Regulation (OBPR) AS: Jason Lange Taxation, Financial Sector and Employment AS: James O'Toole Racial Policy AS: Gabriela Semeno Economic Policy AS: Shelby Schofield* G20 Sous Sherpa AS: Jacin Craig	<b>FAS Kaylene Zakharoff</b> Women's Economic Security AS: Chantelle Stratford Safety and International AS: Hope Parley Programs and Engagement AS: Clande Hall*	<b>FAS Genevieve Quilty</b> Education and Immigration AS: Megan Leahy / Susan Fitzgerald** Social Services, Indigenous, Veteran Affairs and Disability AS: Victoria Pullen COVID-19 Health Priorities AS: John Neil Health AS: Russell de Burgh Mental Health and Suicide Prevention and Reform AS: Kimberley McDonald	<b>FAS Red Brazier</b> Global Interests AS: Ashley Collingburn Asia AS: Elizabeth McGregor Pacific AS: Max Willis	<b>FAS TBA</b> Quad and AUKUS Policy Coordination AS: Matthew Fox Nuclear, Powered Submarine and National Naval Shipbuilding Enterprise AS: Matthew Flint		<b>FAS John Reid</b> Legal Policy AS: Petra Garmann Parliamentary and Government AS: Peter Rush PLO - Senate Rachel Clarke* PLO - House of Representatives Alex Philip*	<b>FAS Michelle Wicks</b> Shared Services AS: Jill Torpy* Finance CPO: Michelle Crowther People CPO: Melinda Bopping
<b>Digital Technologies Taskforce</b> <b>FAS Michelle Dowdell</b> AS: Matt Sedgewick*		<b>Intragovernmental Relations and Reform</b> <b>FAS Lee Steel</b> Commonwealth-State Relations AS: Lauren LeClerc National Office for Child Safety AS: Rebekah Kilpatrick Vaccines Strategy Team AS: John Neil Aged Care AS: Russell de Burgh		<b>National Security</b> <b>FAS Lachlan Colquhoun</b> Defence and Intelligence AS: Pippe Hendon* Domestic Security AS: Gemma Smyth Disaster Preparedness, Plans and Incident Management AS: Trevor Jones		<b>Cabinet</b> <b>FAS Leonie McGregor</b> Cabinet Secretariat AS: Paul Hupolo National Security and Cabinet Systems AS: Belinda Salem* Legal Integrity & National Cabinet AS: Angie McKenzie Priorities Delivery Unit AS: Alastair Campbell		<b>Technology and Business Services</b> <b>FAS Hugh Cameron*</b> Information Services CIO: Sam Portelli* Business Services AS: TBA
<b>Office of Supply Chain Resilience</b> <b>FAS Kristin Tilley</b> AS: Tim Wong*		<b>Regulatory Reform Division</b> <b>FAS Jason McDonald</b> AS: Anna Heaney AS: Paul Hubbard AS: Jennifer Ransom* Regulatory Policy AS: Christie Renton*		<b>Policy Innovation and Projects</b> <b>FAS Shane Johnson*</b> Policy Projects and Taskforce Office AS: Cain Beckett Data and Digital AS: Andrew Laker Behavioural Economics Team of Australia (BETA) Managing Director: Simon Gordon		<b>Ministerial Support</b> <b>FAS Gerard Martin</b> Ministerial and Parliamentary Support AS: Celine Zorzi Protocol and International Visits AS: Alison Green Communications AS: Dana Robertson		
<b>Clean Energy Supply Chain Taskforce</b> <b>FAS David Pullen*</b> AS: Luke Brown AS: Sandra Roussel		<b>COVID-19 Response Taskforce</b> AS: Rachel Lloyd		<b>Critical Technologies Policy Coordination Office</b> <b>Coordinator Carolyn Patterson</b> <b>Deputy Coordinator Louise Talbot</b>		<b>APS Reform</b> <b>FAS Aileen Jenkins</b>		
		<b>Office of the National Data Commissioner</b> <b>National Data Commissioner Gayle Milnes</b> AS: Susan Cairns AS: Kelly Wood*		<b>Jenkins Report Implementation Team</b> <b>FAS Calista Moran*</b> AS: Ross Schaffer				

As at 27 May 2022

\* Denotes acting arrangement

\*\* Denotes job sharing arrangement

## Property locations

### Main office buildings

The department is currently housed across two leased office spaces in Barton ACT:

- 1 National Circuit (whole building is leased by PM&C) with a usable capacity of 1,105 workpoints and multiple security classification zones capable of accommodating work from Baseline to Top Secret, and
- 10 National Circuit (lease of level 2 and part of level 1) – 236 workpoints.

Two PM&C staff are hosted by NIAA in their Broome and Perth offices (paid for by PM&C) while there are approximately 30 PM&C staff working remotely outside Canberra, mainly from home through flexible work arrangements.

### Commonwealth Parliamentary Offices (CPOs)

CPOs are located in the capital city of each state and the Northern Territory. PM&C has dedicated office space in CPOs located in Brisbane, Melbourne and Sydney; these locations also have a Cabinet meeting room. Work is underway across a range of CPOs to upgrade the security of facilities.

### Other properties

PM&C is also responsible for managing five small offices for former Governors-General, located in Brisbane, Canberra, and Melbourne. The VIP Services team within the Department is responsible for the Prime Minister's official residences, The Lodge and Kirribilli House.

The other portfolio agencies manage their own properties.

s 47C , s 47E(d)



## Financial profile

The Department's appropriations as per the 2022-23 Portfolio Budget Statements are as follows.

### PM&C Funding

Funding	21-22	22-23	23-24	24-25	25-26	TOTAL
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Departmental annual appropriations	242,205	258,053	234,951	215,972	194,334	903,310
External revenue	40,117	39,889	40,223	40,561	41,753	162,426
Administered annual appropriations	171,479	191,901	166,102	162,705	157,310	678,018
Administered special appropriations	10	10	10	10	10	40
<b>Total funding from all sources*</b>	<b>453,811</b>	<b>489,853</b>	<b>441,286</b>	<b>419,248</b>	<b>393,407</b>	<b>1,743,794</b>

\* Excludes: unwinding of provision for support to former Governors-General; and expenses not requiring appropriation in the Budget year.

## Portfolio Information

PM&C Portfolio Non-corporate Commonwealth Entities under the PGPA Act

- Australian National Audit Office
- Australian Public Service Commission
- Digital Transformation Agency
- National Indigenous Australians Agency
- National Recovery and Resilience Agency
- Office of National Intelligence
- Office of the Official Secretary to the Governor-General
- Workplace Gender Equality Agency

Corporate Commonwealth Entities under the PGPA Act

- Australian Institute of Aboriginal and Torres Strait Islander Studies
- Indigenous Business Australia
- Indigenous Land and Sea Corporation
- Northern Territory Land Councils
  - Anindilyakwa Land Council
  - Central Land Council
  - Northern Land Council
  - Tiwi Land Council



- Old Parliament House
- Torres Strait Regional Authority
- Wreck Bay Aboriginal Community Council

#### Commonwealth Companies under the PGPA Act

- Aboriginal Hostels Limited
- National Australia Day Council Limited
- Outback Stores Pty Ltd

#### Statutory Bodies

- Defence Force Remuneration Tribunal
- Remuneration Tribunal

#### Office Holders

- Executive Director of Township Leasing
- Office of the Aboriginal Land Commissioner
- Office of the Merit Protection Commissioner
- Office of the Registrar of Aboriginal and Torres Strait Island Corporations
- Office of the National Data Commissioner