



Australian Government

Department of the Prime Minister and Cabinet

Annual Report 2012–13





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Letter of transmittal



Australian Government
Department of the Prime Minister and Cabinet

Dr Ian Watt AO
Secretary

The Hon Kevin Rudd MP
Prime Minister
Parliament House
CANBERRA ACT 2600

Dear Prime Minister

I am pleased to present the annual report of the Department of the Prime Minister and Cabinet (PM&C) for the year ended 30 June 2013.

This report has been prepared in accordance with section 63 of the *Public Service Act 1999*, which requires that you table the report in Parliament. It reflects the *Requirements for annual reports for departments, executive agencies and FMA Act bodies* (as approved by the Joint Committee of Public Accounts and Audit, updated June 2013).

The report includes PM&C's audited financial statements as required by section 57 of the *Financial Management and Accountability Act 1997*.

As required by the Commonwealth Fraud Control Guidelines, I certify that I am satisfied that PM&C has in place appropriate fraud control mechanisms that meet PM&C's needs and comply with the guidelines applying in 2012–13.

Yours sincerely

A handwritten signature in black ink, appearing to read 'I. J. Watt'.

I. J. Watt
24 September 2013

About this report

This is the Secretary's report to the Prime Minister for the financial year ended 30 June 2013.

This Annual Report relates to the Department of the Prime Minister and Cabinet's (PM&C) performance for 2012–13 against the measures outlined in the Portfolio Budget Statements and the Portfolio Additional Estimates Statements for the same period. The report forms a primary mechanism of accountability to the Parliament of Australia in relation to services provided. It also communicates information to the community and stakeholders.

The report has been prepared in line with the *Requirements for annual reports for departments, executive agencies and FMA Act bodies* (the Annual Report Requirements), as approved by the Joint Committee of Public Accounts and Audit on 24 June 2013. The compliance index (on page 173) will direct you to where information required by the Annual Report Requirements can be found in this report.

This report is available in print from 32 libraries around Australia and the online version can be accessed on the PM&C website. The report comprises five parts:

- Part 1 introduces readers to PM&C with a description of the portfolio and a review from the Secretary that includes key highlights and a summary of our performance during 2012–13.
- Part 2 reports on how the Department performed during the period against our outcome and in relation to our departmental and administered programs.
- Part 3 details management and accountability processes, including corporate governance, external scrutiny, purchasing arrangements, management of human resources, work health and safety, and ecologically sustainable development and environmental performance processes.
- Part 4 contains the audited financial statements for 2012–13 and explanatory information.
- Part 5 comprises the glossaries and indexes that provide useful additional information.

Summary

Our role

Operating at the heart of the Australian Government, the primary role of the Department of the Prime Minister and Cabinet (PM&C) is to provide high-quality policy and implementation advice and support to the Prime Minister, the Cabinet, our Portfolio Ministers, including the Cabinet Secretary and the Parliamentary Secretary, and the Government as a whole. PM&C also seeks to drive principles-based, strategic and coordinated policy solutions to Australia's national challenges and to support the implementation of the Government's priorities.

Our performance

Our key performance indicators (KPIs) and deliverables are used to assess and monitor our performance and provide an important record of the Department's role in supporting the Government's policy objectives; how public money was spent and whether planned achievements were on track. PM&C has met each deliverable and KPI for 2012–13, as we have done over the past three years. The following indicators help to measure performance across the Department:

- 2,285 briefs were provided to the Prime Minister, the Cabinet, and our Portfolio Ministers and Parliamentary Secretary
- 547 of these briefs were provided for use by the Cabinet or Cabinet committees
- 194,024 items of correspondence were processed
- 122 question time briefs were delivered to the Prime Minister and Portfolio Ministers
- 293 Senate Estimates questions on notice were managed
- 50 parliamentary questions on notice were managed.

Our staff

As at 30 June 2013 we had a total of 587 employees, including part-time and non-ongoing employees, employed in the ongoing functions of the Department (based on headcount). Some key statistics on our workforce include:

- 62.3 per cent are women
- 77.0 per cent are under the age of 45
- 94.1 per cent are ongoing
- 91.4 per cent are full time
- 93.5 per cent are based in Canberra
- 0.8 per cent identify as Indigenous

There were a further 211 staff who were inoperative or employed in associated functions, most notably the Group of Twenty (G20) Taskforce.

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