

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Prime Minister and Cabinet Portfolio

Department of the Prime Minister and Cabinet

Budget Estimates Hearings 2006-2007, 22-23 May 2006

Question: PM 28

Outcome 1, Output - All

Topic: Accommodation and Staffing

Hansard Page: Direct on Notice

Senator Evans asked:

- 1. In the last five years what is the value of any changes or improvements at the existing PM&C Canberra premises to the building fit-out (for example partitioning, work stations etc)?**
- 2. In the last five years what is the value of any changes or improvements in capital works at the existing PM&C Canberra premises?**
- 3. In the last five years what is the value of any changes or improvements in equipment for employees (for examples chairs, computers etc) at the existing PM&C Canberra premises?**

Answer:

As reported in the department's annual reports, the department's purchase of Infrastructure, Plant and Equipment in the last five years is as follows:

2000-01 \$'000	2001-02 \$'000	2002-03 \$'000	2003-04 \$'000	2004-05 \$'000	TOTAL \$'000
2,365	896	2,408	6,632	993	13,294

The department's financial management information system does not enable the department to accurately break down the purchases into fit-out, or equipment, without considerable work to classify all the transactions over that period. Note that these figures include the expenditure on security detailed in the response to Question 4.

- 4. In the last five years what is the value of any changes or improvements in building security (internal and external) at the existing PM&C Canberra premises?**

Answer:

The department's expenditure on changes and improvements in building security (internal and external) in the last five years is as follows:

2000-01 \$'000	2001-02 \$'000	2002-03 \$'000	2003-04 \$'000	2004-05 \$'000	TOTAL \$'000
-	33	467	1,278	113	1,891

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- 5. What is the value of the existing fit-out (furniture and equipment) in the current Canberra PM&C building?**

Answer:

As at 31 May 2006, the written down value of existing Infrastructure, Plant and Equipment in the current building is \$6,956,790.

- 6. Has the PM&C Chief Executive provided the instructions for disposal of furniture to any employees from the existing PM&C Building at this time? If yes, what instructions have been provided to Staff?**

Answer:

No specific instructions have been provided to any staff for the disposal of furniture from the existing building. Any disposal will be undertaken in accordance with the department's existing Chief Executive's Instructions and supporting guidelines.

- 7. Has the amount of furniture at the existing PM&C Building to be disposed of been determined at this time? If yes, what is to be disposed of?**

Answer:

No.

- 8. What is the value of the contract for the removal of existing furniture that is to be disposed of from the existing PM&C building?**

Answer:

See answer to Question 7.

- 9. Why is existing furniture not suitable to be re-installed at new premises?**

Answer:

A final decision on the extent of any re-use of existing furniture is yet to be made.

- 10. How will PM&C dispose of other equipment (for example computers), excluding furniture, from the existing Canberra PM&C building?**

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Answer:

See answer to Question 6.

11. What is the value for the contract of any transport of materials from the existing premises to One National Circuit? When was this signed? If there was more than one contract, please include a list indicating their value and the date of signing?

Answer:

Arrangements are yet to be determined.

12. What is the value of purchased equipment and fit-out for the One National Circuit at this time? If there was more than one contract, please include a list indicating their value and the date of signing?

Answer:

Fit-out of One National Circuit is being integrated with the construction of the base building. Cost of the fit-out, which is being managed by the landlord on behalf of the department, is currently estimated to be \$23 million.

13. What is the current number of employees employed by PM&C at the existing Canberra building? What is the distribution of these employees by classification, gender and employment status (ongoing or non-ongoing)?

Answer:

As at 30 April 2006, the department employed 445 staff in Canberra (actual staff figures). The distribution of these employees is as follows:

Classification	Total
Secretary	1
SES Band 3	3
SES Band 2	9
SES Band 1	30
PMC Band 4 (EL2)	79
PMC Band 3 (EL1)	129
PMC Band 2 (APS6)	59
PMC Band 2 (APS5)	52
PMC Band 2 (APS4)	42
PMC Band 1 (APS3)	21

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PMC Band 1 (APS2)	3
GAA (APS3)	17
Total	445

Gender	Total
Female	284
Male	161
Total	445

Status	Total
Non Ongoing	41
Ongoing	404
Total	445

14. What will be the role of the 130 additional task force employees foreshadowed in the answer to Questions on Notice PM 52? How long will they be employed?

Answer:

Task forces established in PM&C are largely staffed by a small number of seconded PM&C employees and employees from other government departments and agencies. The task forces are constituted to undertake particular bodies of work and their duration is dependant on the nature and complexity of the work. On completion of their work, task force employees return to their respective departments and agencies. The new building provides for a total of 130 offices/workstations to accommodate task force employees.

15. Why has the staffing number grown in PM&C in Canberra from 347 (2003-2004 PM&C Annual Report) to the foreshadowed 450 employees plus 130 additional employees at One National Court?

Answer:

The 2003-04 Annual Report shows that the number of Canberra based PM&C staff was 378. The increase in staffing numbers is due to additional funding provided to the department in 2005-06 for core functions and some one-off functions, and the effect of the Asia Pacific Economic Cooperation (APEC) requirement. The department's PBS estimates an ASL of 564 for 2006-07.

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Provision of accommodation for 130 task force employees is for employees in task forces in existence at the time of the move to One National Circuit and for employees in future task forces when they are created. The figure of 130 does not reflect actual employees at a given time – it represents the available accommodation for task forces in the department.

16. What are the employee numbers and the calculations used to determine the Forward Estimate Employee Expense figures in Table 5.1 of the Portfolio Budget Statements 2006- 07 for the periods 2007- 08, 2008- 09 and 2009- 10?

Answer:

The department's employee expenses are based on the Average Staffing Level (ASL) in the table below. However, the department does not manage an ASL budget. Rather, divisions are allocated a budget to manage at their discretion. Divisions assess the appropriate mix of employee and supplier expenses to best deliver the outputs/services for which they are responsible. Accordingly, actual ASL may be greater or less than budgeted.

	2006-07 ASL	2007-08 ASL	2008-09 ASL	2009-10 ASL
Base	390	390	390	390
Task forces	174	145*	0	0
TOTAL	564	535	390	390

* Includes ASL for APEC of 120 which is only a half year effect.

17. Why do those forward estimates on employee expenses show no significant increase, given the estimated increase in numbers up to 450?

Answer:

See the response to Question 16. Note that the department's forward estimates of employee expenses increase significantly over the period 2005-06 to 2007-08 reflecting the department support for the Council of Australian Governments agenda and the Asia Pacific Economic Cooperation (APEC) meetings in 2007, before returning to normal operating levels in 2008-09.

18. What is the size in square metres of the immediate work area for each of the 450 PM&C employees in the new building?

Answer:

Space being provided for each employee's immediate work area is consistent with the department's established standards. The areas being provided are:

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- First Assistant Secretary – 24 square metres
- Assistant Secretary – 22 square metres
- Executive Officer (Level 2) – 13 square metres
- all other staff – 10 square metres.

19. Is it anticipated that at any time the 130 additional task force employees will be present in the new building in addition to the 450 PM&C employees?

Answer:

The new building will contain 130 offices/workstations for seconded PM&C employees and employees from other departments and agencies employed for the duration of a task force.

20. What action has PM&C taken to ensure that the new building complies with the Government's responsibility for the occupational health and safety of its employees?

Answer:

Construction and fit-out of One National Circuit will comply with the Building Code. The department's occupational health and safety adviser is being consulted on fit-out components. The building owner has retained an occupational health and safety adviser to monitor the commissioning of all building services and operations.

21. What is the value of each workstation for employees at One National Circuit?

Answer:

The cost of each workstation has yet to be finalised.

22. What equipment will each employee workstation have at One National Circuit?

Answer:

One desk, including a return
One task chair
One three-drawer cabinet
Desktop computer equipment for access to IT network
One telephone

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23. What is the expiry date on the lease on the One National Circuit building?

Answer:

The term of the lease for One National Circuit is 15 years from the Commencement Date of the lease. Determination of the Commencement Date is subject to completion of building construction and fit-out.

24. Are there any options for either party to extend the lease upon its nominal expiry date?

Answer:

Yes

25. Can PM&C re-negotiate the terms of the lease should the rental area required by the Department need to be reduced?

Answer:

No