

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

ADDITIONAL ESTIMATES 2010-2011

Prime Minister and Cabinet Portfolio

Department of the Prime Minister and Cabinet

Question: PM69

Topic: Official and Ceremonial Support - official residences

Asked By: Senator Fierravanti-Wells

Type of Question: Written

Date set by the committee for the return of answer: 15 April 2011

Number of pages: 6

- 1. Further to questions at Estimates on 21 February 2011, who was on the membership of an interview panel for the position of house manager of the Lodge besides the first assistant secretary of the Ministerial Support Unit, John Cairns. I was told another official and perhaps one other person. Could you supply the names of the official and the other person?**
- 2. In relation to the position of house manager, please advise:**
 - a. How many applicants were there?**
 - b. What was the reason for the previous holder of the position to resign?**
 - c. Provide a copy of the letter of resignation (with the name removed, if appropriate)?**
 - d. How long had the previous applicant been in the position?**
 - e. When did he/she resign?**
- 3. In relation to the position of chef, please advise:**
 - a. How many applicants were there?**
 - b. What was the reason for the previous holder of the position to resign?**
 - c. Provide a copy of the letter of resignation (with the name removed, if appropriate)?**
 - d. How long had the previous applicant been in the position?**

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

ADDITIONAL ESTIMATES 2010-2011

Prime Minister and Cabinet Portfolio

Department of the Prime Minister and Cabinet

- e. **When did he/she resign?**
- f. **Has the position of chef been filled?**
- g. **Details of the advertising process, including a copy of the advertisement for the position**
- h. **The process undertaken to fill the position**
4. **Does either the house manager or the chef have any previous employment connection to the occupants of the Lodge?**
5. **Could you supply details of the staffing arrangements at the Lodge and Kirribilli House, including hours of work, duties and how these vary depending on whether the houses are occupied by the Prime Minister?**
6. **For example, what were the staffing arrangements at both houses for the week of 24 October ? 31 October 2010?**
7. **What were the staffing arrangements at both houses for the week of 7 November ? 14 November 2010?**
8. **What provide a breakdown of the current housekeeping expenses of running each house?**
9. **Do staff work overtime if there are private functions at either residence?**
10. **Since November 2007, what functions have been held at both The Lodge and Kirribilli including :**
 - a. **whether the function was official or private**
 - b. **A list of attendees at each function, noting that this has been provided in the past in answers to estimates questions**
 - c. **In relation to any private function, any reimbursement for costs/expenses, if any, made by the Prime Minister**
11. **Can you provide staff rosters for each calendar year since 2006?**

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

ADDITIONAL ESTIMATES 2010-2011

Prime Minister and Cabinet Portfolio

Department of the Prime Minister and Cabinet

- 12. According to media reports a “men’s shed” has been installed in the grounds of Kirribilli House. Can you provide details including :**
- a. the type of shed**
 - b. its cost**
 - c. the cost of installation**
 - d. the contents and their cost?**
 - e. At whose instigation was the shed installed**
 - f. When was it installed**
 - g. Who uses it**
- 12. What security is necessary for the shed?**
- 13. If the shed was donated, who donated it?**
- 14. Does the shed have electricity and water and if so, what was the cost of connecting these services? Is it a permanent structure.**
- 15. Further to evidence at previous estimates about the chicken coop and vegetable patch at The Lodge, please advise :**
- a. were they removed after the former prime minister moved out**
 - b. what was the cost of such removal**
 - c. if any cost, who paid for it**

Answer:

- 1. Please refer to answer to PM 27.**
- 2. Please refer to answer to PM 28 and PM 29.**
- 3. a. The chef position was not advertised.**

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

ADDITIONAL ESTIMATES 2010-2011

Prime Minister and Cabinet Portfolio

Department of the Prime Minister and Cabinet

- b-c. The department is unable to release the details associated with the resignation due to the need to protect the privacy of the individual concerned.
- d. Since January 2008.
- e. The resignation took effect on 10 September 2010.
- f. Prior to the person's resignation there were two full-time chefs working at The Lodge. The person appointed to the vacant chef position undertakes chef and house attendant duties.
- g. The position was not advertised.
- h. An applicant who was qualified for the combined role was sourced without advertising. That person was interviewed by Mr John Cairns, former First Assistant Secretary, Ministerial Support Unit and the former House Manager and current Senior Chef. Having been found to be suitable for the position, the candidate was appointed to The Lodge staff.
4. No.
5. The Lodge has four full-time and one part-time staff members. Kirribilli House has two full-time staff. The Lodge is generally staffed between 6am and 10pm seven days a week when the Prime Minister and Mr Mathieson are in residence. Kirribilli House is generally staffed between 9am and 6pm, Monday to Friday, and when the Prime Minister and Mr Mathieson are in residence.

Duties – House Manager, The Lodge

The House Manager undertakes a custodian/managerial role for the Prime Minister's Official Residence, The Lodge in Canberra. The role involves being accountable for the day-to-day operation of The Lodge subject to the direction and guidance of the Department. This involves assisting and

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

ADDITIONAL ESTIMATES 2010-2011

Prime Minister and Cabinet Portfolio

Department of the Prime Minister and Cabinet

supervising the tasks and duties required to maintain the residence, and facilitating urgent requests, repairs and maintenance, as required.

Duties – Senior Chef, The Lodge

The Senior Chef is responsible for the efficient management and operation of the kitchen at the Prime Minister's Official Residence, The Lodge in Canberra. This involves preparing menus, including wine selection, and providing high quality meals for the occupants and functions for up to 400 guests.

Duties – House Manager/Head Chef, Kirribilli House

The House Manager/Head Chef undertakes a custodian/managerial role for Kirribilli House which involves being accountable for the day-to-day operations of the residence subject to the direction and guidance of the Department, and is also responsible for the efficient management and operation of the kitchen.

Duties – House Attendant, The Lodge and Kirribilli House

The House Attendants support the House Manager/Head Chef in the day-to-day operation of the Prime Minister's Official Residences, The Lodge in Canberra and Kirribilli House in Sydney. This involves providing personal domestic and cleaning services as well as table service for meals and functions.

- 6-7. The Houses were staffed in accordance with the requirements outlined above.
8. The total running costs for the Official Establishments for the period 1 July 2010 to 28 February 2011 was \$783,137 for The Lodge and \$494,609 for Kirribilli House.
9. Staff may work additional hours for private functions if the function cannot be serviced within normal working hours.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

ADDITIONAL ESTIMATES 2010-2011

Prime Minister and Cabinet Portfolio

Department of the Prime Minister and Cabinet

10. The details of, and guest lists for, official functions from May 2008 (when the department first released guest lists for official functions) until the end of February 2011 are attached. Under long-standing arrangements the department does not release information on private functions.
11. The department cannot provide copies of all staff rosters since 2006 as this would require an unreasonable diversion of resources.
- 12-15. There is no 'men's shed' in the grounds of Kirribilli House.
16. The vegetable garden remains in place at The Lodge. The chicken coop was removed privately by the Rudd family at no cost to the department.