

**Senate Standing Committee on Finance and Public Administration**

**ANSWERS TO QUESTIONS ON NOTICE**

**Prime Minister and Cabinet Portfolio**

**Department of the Prime Minister and Cabinet**

**Budget Estimates Hearing 26 May - 27 May 2008**



**Question: PM53**

**Outcome 1, Output 5**

**Topic: Breakdown of the salary and duties of each position**

**Hansard Page: F&PA 48**

**Senator Fierravanti-Wells asked: In answer to the question on notice, you told me that the estimated annual cost for the 7.4 staff is approximately \$588,000. I would appreciate it, given the questioning that has occurred, if you could take on notice to give us a breakdown of the salary of each of those positions, and also-**

**Senator Faulkner-We will take that on notice if we are unable to provide it now. I will just check with officials to see whether we can answer that question now. I am doubtful that we can but, if we can, we will.**

**Senator FIERRAVANTI-WELLS-I was going to give you a second component to the request to take on notice.**

**Senator Faulkner-By all means.**

**Senator FIERRAVANTI-WELLS-That is to set out the duties of each of the positions. Also, I take it that the chef at Kirribilli is a full-time chef and that the positions at Kirribilli are both full-time positions, notwithstanding that the Prime Minister does not reside at Kirribilli.**

**Answer:** The estimated annual employee expenses are \$423,000 for The Lodge and \$165,000 for Kirribilli House. These estimates include salary, allowances, overtime, superannuation and leave liability costs for the eight permanent staff employed at the residences.

It is not considered appropriate to reveal individuals' salaries, however the estimates above are based on the following staffing levels:

The Lodge: 1 Senior Chef, 1 Chef, 1 Senior House Attendant, 2 House Attendants and 1 Household Assistant

Kirribilli House: 1 Chef and 1 House Attendant.

The job descriptions for each of these positions are provided below:

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#### **CHEF, KIRRIBILLI HOUSE**

The occupant of the position is responsible for the efficient management and operation of the kitchen. Tasks to be performed in carrying out the duties of the position will include the preparation and presentation of food services of a high standard; management of casual staff; liaison with various officials; purchase of foodstuffs and kitchen and household requisites; maintenance of accurate records on purchases and consumption; and maintenance of records of attendees, menus, wines and costs associated with official functions.

The occupant of the position also undertakes a custodian/managerial role for the residence, in consultation with departmental staff, including arranging urgent repairs and maintenance and assisting with general household tasks, as required.

#### **HOUSE ATTENDANT, KIRRIBILLI HOUSE**

As directed by the Chef, the position provides general household support services to the Prime Minister and his family.

#### **SENIOR CHEF, THE LODGE**

The occupant of the position is responsible for the efficient management and operation of the kitchen. Tasks to be performed in carrying out the duties of the position will include the preparation and presentation of food services of a high standard; supervision of second chef; management of casual staff; liaison with various officials; purchase of foodstuffs and kitchen and household requisites; maintenance of accurate records on purchases and consumption; and maintenance of records of attendees, menus, wines and costs associated with official functions.

The occupant of the position may also be asked to assist with general household tasks and to arrange urgent repairs and maintenance, as required.

#### **CHEF, THE LODGE**

Under the direction of the Senior Chef, the occupant of the position is responsible for the efficient management and operation of the kitchen. Tasks to be performed in carrying out the duties of the position will include the preparation and presentation of food services of a high standard; liaison with various officials; purchase of foodstuffs; and assisting in the maintenance of records of attendees, menus, wines and costs associated with official functions.

The occupant of the position may also be asked to assist with general household tasks and to arrange urgent repairs and maintenance, as required.

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**SENIOR HOUSEHOLD ATTENDANT, THE LODGE**

The position is responsible for the overall day to day management of the residence and includes providing general household duties, supervising staff, purchasing, records management and liaison with the Department on building maintenance.

**HOUSE ATTENDANT, THE LODGE**

As directed by the Senior House Attendant, the duties of the position are to provide general household and support services to the Prime Minister and his family.

**HOUSEHOLD ASSISTANT, THE LODGE**

As directed, the duties of the position are to provide general household and support services to the Prime Minister and his family.