

Senate Finance and Public Administration Legislation Committee
Additional Budget Estimates – February 2016
ANSWER TO QUESTIONS ON NOTICE

Prime Minister and Cabinet portfolio

Department/Agency: Office of the Official Secretary to the Governor-General

Program 1: Support for the Governor-General and Official Activities

Outcome 1: The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

Topic: Staffing

Senator: Wong

Question reference number: 282

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of Pages: 3

1. Please provide an update of total number of staff by FTE employed by the OOSGG.
2. Please provide an update of details regarding position and length of service.
3. Have there been any departures from the OOSGG since the supplementary estimates round. If so, please provide reasons for departure
4. Please also provide details of employment of any consultants for the OOSGG including cost of employment, and their purpose?

Answer:

1. The FTE for the Office of the Official Secretary to the Governor-General as at 31 January 2016 was 77.60.
2. The positions and length of service (in years) as at 31 January 2016 are as follows.

Position	Length of Service (Years)
Admin Assistant	1.18
Admin Assistant - Honours	3.56
Admin Assistant - Honours	2.36
Admin Assistant - Honours	11.66

Admin Assistant - Medals	0.06
Admin Assistant - Medals	0.06
Assistant Manager Administration	14.09
Assistant Manager Honours Program	12.01
Assistant Manager Order of Australia	5.65
Case Officer	3.56
Case Officer	8.02
Case Officer	4.37
Case Officer	13.51
Case Officer	5.63
Case Officer	3.56
Case Officer	5.65
Case Officer	3.56
Case Officer	5.65
Case Officer	8.09
Chief Financial Officer	4.42
Deputy Official Secretary	1.30
Director Honours and Awards	9.19
Director Operations	7.85
Executive Admin Assistant to OS	1.05
Finance Assistant	3.89
Finance Officer	4.64
Gardener	3.65
Gardener	27.71
Gardener	16.61
Gardener	4.31
Grounds Co-ordinator	10.90
Household Attendant	0.56
Household Attendant	10.65
Household Attendant Admiralty House	5.48
Household Attendant/Travel Assistant	43.08
HR Adviser	4.04
HR Officer	3.21
IT Support Officer	8.59
Management Accountant	2.78
Manager - Order of Australia	2.58
Manager - Awards, Decorations	29.82
Manager Household Operations	12.58
Manager Human Resources	16.97
Manager Information Technology	12.19
Manager Property & Services	3.51
Manager Strategic Program	2.93

Manager - NEM&HIS	24.73
Medals & Awards Officer	4.37
Medals & Awards Officer	4.12
Official Secretary	7.13
OIC Registry	7.97
Program & Events Advisor	0.64
Program Assistant	1.79
Program Assistant	2.33
Project Officer	3.56
Project Officer NEM&HIS	7.85
Property & Services Assistant	1.80
Property & Services Senior Officer	2.03
Property and Services Assistant Admiralty House	0.04
Property Co-ordinator	10.89
Property Officer Admiralty House	4.68
Property Project Manager	26.26
Reception/Anniversaries/Admin	6.29
Senior Chef	2.28
Senior Executive Assistant to GG	5.83
Senior Financial Accountant	4.26
Senior Gardener	8.81
Senior Gardener	14.00
Senior HR Adviser	3.59
Senior Media & Communications Adviser	0.79
Speechwriter	1.26
Systems Admin	17.63
Trainee Case Officer	10.31
Trainee Case Officer	0.20
Trainee Case Officer	2.36
Trainee Case Officer	0.25
Trainee Case Officer	2.36
Trainee Case Officer	2.36
Transport and Property Officer	5.56
Warrants Officer	10.73

3. The Office has had four departures since the 2015 Supplementary Estimates.

- 1 x GHO3 transferred to another department;
- 1 x GHO3 retired;
- 1 x GHO4 moved interstate; and
- 1 x GHO4 transferred to another department.

4. Nil.