

**Senate Finance and Public Administration Legislation Committee**

**Budget Estimates – May 2014**

**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 profile

**Senator:** Ludwig

**Question reference number:** QoN 364

**Type of Question:** Written

**Date set by the committee for the return of answer:** 11 July 2014

**Number of Pages:** 2

1. What is the current staffing profile of the department/agency?
2. Provide a list of staffing numbers, broken down by classification level, division, home base location (including town/city and state).

**Answer:**

1. 78.23 FTE (as at 31 May 2014).  
Headcount 95, including 82 ongoing staff and 13 non-ongoing staff, of whom 11 are casuals.
2. The following two tables provide a list of staffing numbers, broken down by classification level, division and home base location.

<b>31 May 14</b>	<b>Canberra</b>		<b>Sydney</b>	
<b>Classification</b>	<b>HeadCount</b>	<b>FTE</b>	<b>HeadCount</b>	<b>FTE</b>
GH01	13	4.00	1	0.67
GH02	8	7.00	1	1.00
GH03	17	15.20		
GH04	12	11.83		
GH05	12	10.53	1	1.00
GH06	11	10.00		
GH07	12	10.00		
GH08	5	5.00		
OFFSEC	2	2.00		
DOS				
<b>Grand Total</b>	<b>92</b>	<b>75.56</b>	<b>3</b>	<b>2.67</b>

<b>Division Breakdown</b>	<b>HeadCount</b>	<b>FTE</b>
Senior Executive	2	2.00
Corporate Services	35	29.50
Executive & Protocol	22	14.00
Honours and Awards	36	32.73
<b>Totals</b>	<b>95</b>	<b>78.23</b>