

Senate Finance and Public Administration Legislation Committee
Supplementary Estimates – October 2015
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: 127

Type of Question: Written

Date set by the committee for the return of answer: 4 December 2015

Number of Pages: 4

1. What is the total number of FTE staff employed by the Office of the Official Secretary to the Governor General?
2. Please provide details regarding position and length of service.
3. Have there been any departures from the Office since the 2015 Budget Estimates? If so, please provide reasons for departure.

Answer:

1. The FTE for the Office of the Official Secretary to the Governor-General as at 31 October 2015 was 75.
2. The positions and length of service (in years) as at 31 October 2015 are as follows.

Position	Length of Service (Years)
Admin Assistant - Honours	3.30
Admin Assistant - Honours	2.11
Admin Assistant - Honours	11.41
Admin Assistant - Medals	5.63
Admin Assistant - Medals	3.30
Assistant Manager Administration	13.83

Assistant Manager Honours Program	11.76
Assistant Manager Order of Australia	5.39
Assistant Manager Property & Services	26.00
Case Officer	3.30
Case Officer	4.11
Case Officer	13.25
Case Officer	5.37
Case Officer	3.30
Case Officer	5.39
Case Officer	3.30
Case Officer	5.39
Case Officer	7.83
Chief Financial Officer	4.17
Deputy Official Secretary	1.04
Director Honours and Awards	8.94
Director Operations	7.60
Executive Admin Assistant to OS	0.79
Finance Assistant	3.63
Finance Officer	4.39
Gardener	3.40
Gardener	27.45
Gardener	16.36
Gardener	4.06
Grounds Co-ordinator	10.64
Household Attendant	0.31
Household Attendant	10.40
Household Attendant Admiralty House	5.22
Household Attendant/Travel Assistant	42.82
HR Adviser	3.78
HR Officer	2.95
Invitations Officer & Media Assistant	7.68
IT Support Officer	8.34
Management Accountant	2.52
Manager - Order of Australia	2.32

Manager - Awards, Decorations	29.56
Manager Household Operations	12.32
Manager Human Resources	16.72
Manager Information Technology	11.93
Manager Property & Services	3.25
Manager Strategic Program	2.68
Manager – NEM & HIS	24.48
Medals & Awards Officer	3.30
Medals & Awards Officer	4.11
Medals & Awards Officer	3.86
Official Secretary	6.88
OIC Registry	7.71
OIC Registry	6.04
Program & Events Advisor	0.38
Program Assistant	2.08
Project Officer NEM & HIS	7.60
Property & Services Senior Officer	1.78
Property Co-ordinator	10.63
Property Officer Admiralty House	4.43
Senior Chef	2.03
Senior Executive Assistant to GG	5.58
Senior Financial Accountant	4.00
Senior Gardener	8.55
Senior Gardener	13.74
Senior Household Attendant	1.53
Senior HR Adviser	3.33
Senior Media & Communications Adviser	0.54
Speechwriter	1.01
Systems Admin	17.37
Trainee Case Officer	10.06
Trainee Case Officer	2.11
Trainee Case Officer	2.11
Trainee Case Officer	1.53
Trainee Case Officer	2.11

Transport and Property Officer	5.30
Warrants Officer	10.48

3. The Office has had one departure since the 2015 Budget Estimates – a GHO3 Admin Assistant, who accepted a position at another agency.