

**Role of the Secretary of  
The Order of Australia  
The Australian Bravery Decorations Council and  
The National Emergency Medal Committee**

In practice, the Official Secretary to the Governor-General serves as the Secretary of the Order of Australia, the Australian Bravery Decorations Council and the National Emergency Medal Committee.

The Secretary is not a member of these advisory councils.

The Constitution for the Order of Australia states that the Secretary shall maintain the records of the Order and of the Council. The Australian Bravery Decorations Regulations state that the Secretary shall maintain a Register of the names of persons to whom decorations have been awarded and such other records relating to the award of decorations as the Council considers necessary.

The Secretary is required to:

- provide support to the Councils;
- brief the Councils about media coverage and other pertinent issues;
- provide advice and/or clarification during Council discussions;
- respond to contextual questions regarding previous nominations;
- maintain records in respect of the Order of Australia Council;
- maintain records in respect of the Australian Bravery Decorations Council; and
- perform such other functions in respect of the Order and the award of decorations as the Governor-General directs.