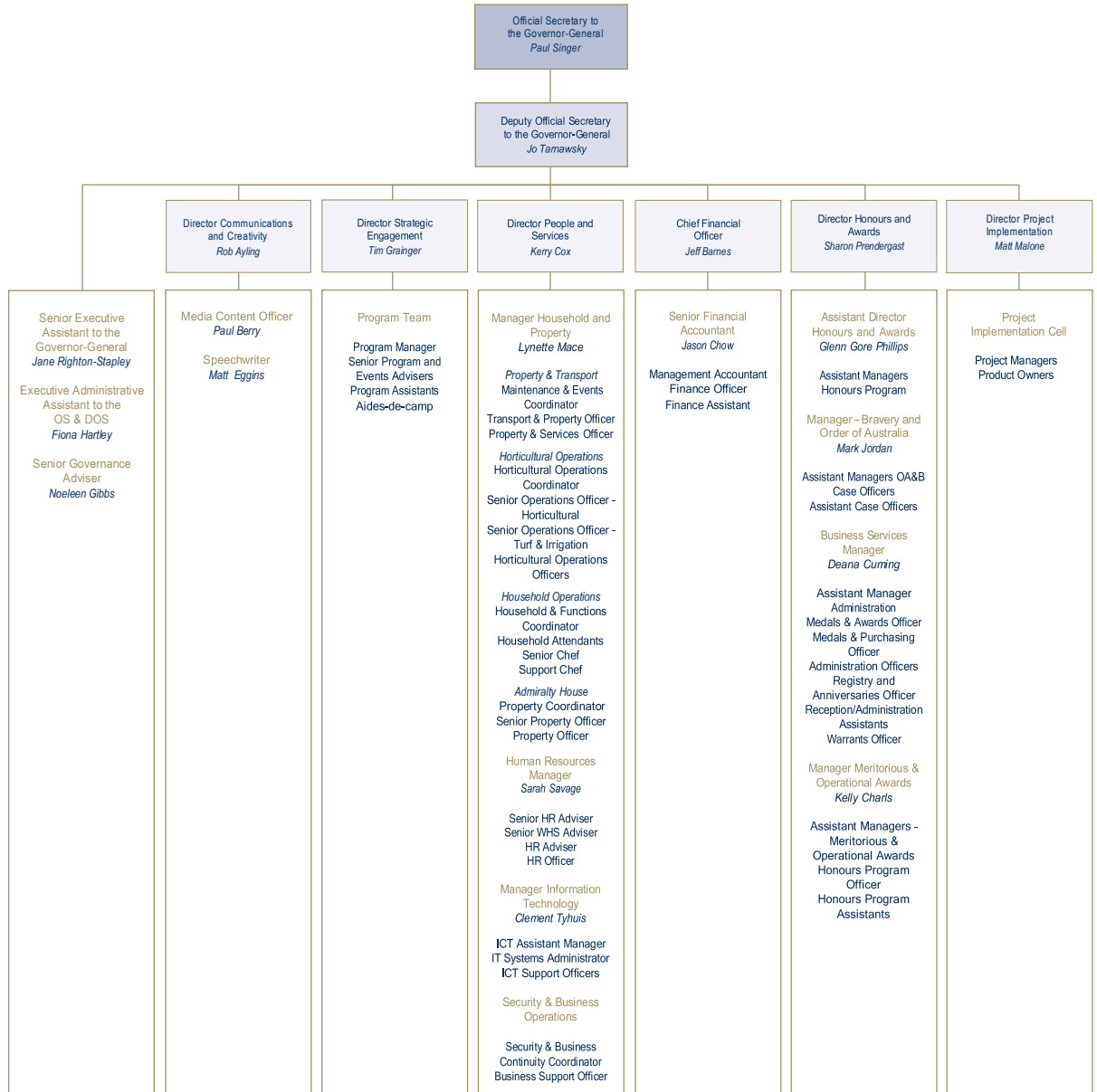




Office of the Official Secretary to the Governor-General

Organisational Structure

as at 16 November 2021



Provide direct support to the Governor-General through the strategic management, planning and implementation of the forward program of national and international engagements and provision of advice on media, publicity and governance matters.

Provide support to the Governor-General and Office through the management, maintenance and operations of the two official residences; and provision of enabling services such as human resources and information technology.

Responsible for Financial and Management accounting; assets; audits and audit committee support; procurement; financial governance and policy, including training, risk management and fraud control.

Receive and research nominations for the conferral of honours and awards on Australians who distinguish themselves in service to the community and the nation, and support the honours advisory councils that make recommendations to the Governor-General.

Responsible for administered and departmental capital funded projects across the Office. Lead project governance and communications, as well as manage procurements and business workflow.