

**OFFICE OF THE OFFICIAL SECRETARY  
TO THE GOVERNOR-GENERAL**

**Annual Report  
1998–99**

**Canberra**

This is an electronic copy of the Annual Report  
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Government House  
Canberra ACT 2600

5 October 1999

Dear Prime Minister,

I present the annual report of the Office of the Official Secretary to the Governor-General for the financial year ending 30 June 1999, in accordance with subsection 19(1) of the *Governor-General Act 1974*. Subsection 19(2) of the Act requires you to cause a copy of the report to be laid before each House of the Parliament within 15 sitting days after the day on which you receive the report.

The report also includes the report pursuant to sections 8 and 9 of the *Equal Employment Opportunity (Commonwealth Authorities) Act 1987*.

Yours sincerely,

(signed)

**Martin Bonsey**  
Official Secretary  
to the Governor-General

The Honourable John Howard, MP  
Prime Minister  
Parliament House  
CANBERRA ACT 2600

# ANNUAL REPORT

## OFFICE OF THE OFFICIAL SECRETARY TO THE GOVERNOR-GENERAL

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# INTRODUCTION

The office of Governor-General was established by the Constitution of the Commonwealth of Australia. Under the Constitution, the executive power of the Commonwealth is exercisable by the Governor-General as The Queen's representative in the Commonwealth, and extends to the execution and maintenance of the Constitution, and the laws of the Commonwealth. Broadly, the Governor-General's duties fall into three categories: constitutional and statutory duties; ceremonial duties; and representational duties. Support for the Governor-General in carrying out these duties is provided by the statutory office of Official Secretary to the Governor-General.

The 1998-99 report of the Office of the Official Secretary to the Governor-General is presented in three parts:

**Part I** provides a corporate overview, including information on the Office's corporate and program structure, mission statement and program objectives, as well as reporting on social justice and equity, scrutiny, consultancy services, industrial democracy, occupational health and safety and freedom of information.

**Part II** reports on performance by the two separate sub-programs, specifically financial and staffing resources and detailed accounts of the Office's activities, including performance highlights for 1998-99.

**Part III** provides completed, audited financial statements for the Office.

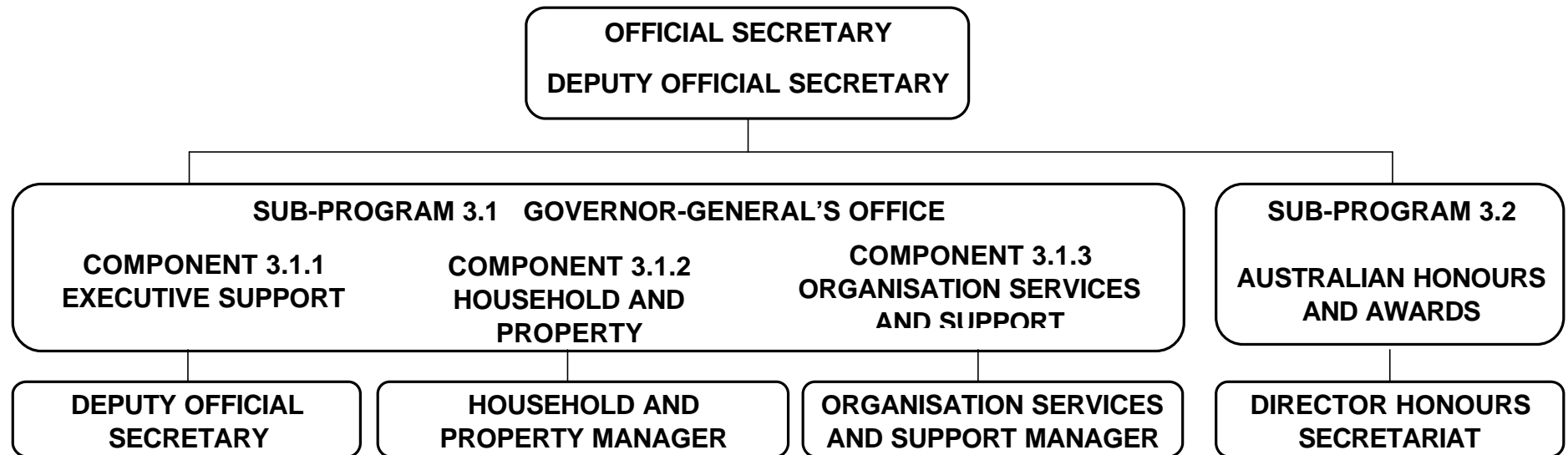
Inquiries about the report and its contents may be directed to the Official Secretary to the Governor-General, telephone (02) 6283 3533 or facsimile (02) 6281 3760.



**FIGURE 1**

**CORPORATE STRUCTURE AND SUB-PROGRAM CHART  
OFFICE OF THE OFFICIAL SECRETARY TO THE GOVERNOR-GENERAL  
MISSION STATEMENT**

To assist the Governor-General in performing the constitutional, statutory, ceremonial and public duties associated with the appointment, ensuring that standards relating to the significance of the Office, and maintenance of the heritage value of the Governor-General's residences and grounds, are in keeping with the expectations of the Australian community.



**OBJECTIVES**

To provide effective personal support to the Governor-General and spouse in the performance of their duties; and to manage the Office of the Official Secretary.

To manage the household and official hospitality operations at the Governor-General's official residences; and to manage the development, maintenance, restoration and security of the official residences and their associated buildings and grounds.

To provide efficient and effective administrative services and support to both Sub-programs within the Office of the Official Secretary to the Governor-General, and to provide effective management infrastructure for functions at Government House.

To administer the Australian system of honours and awards and to provide the framework within which Australian citizens and others may be recognised for merit, achievement, bravery and service.

## PART I – CORPORATE OVERVIEW

### MISSION STATEMENT

To assist the Governor-General in performing the constitutional, statutory, ceremonial and public duties associated with the appointment, ensuring that standards relating to the significance of the Office, and maintenance of the heritage value of the Governor-General's residences and grounds, are in keeping with the expectations of the Australian community.

### Legislative framework

The statutory office of Official Secretary to the Governor-General was established in December 1984, and the Official Secretary employs staff, on behalf of the Commonwealth, under the *Governor-General Act 1974* (which, under the Administrative Arrangements Order, is administered by the Prime Minister).

### Corporate and program structure

For formal reporting purposes for 1998-99, the Office of the Official Secretary is Program 3 of the Prime Minister and Cabinet Portfolio. The Office has been divided into two sub-programs:

- Sub-program 3.1            Governor-General's Office
- Sub-program 3.2            Australian Honours and Awards

The objective of sub-program 3.1 is to manage and support the Governor-General's program of activities, and to manage the two official residences. The sub-program is divided into three components:

- Component 3.1.1            Executive Support
- Component 3.1.2            Household and Property
- Component 3.1.3            Organisation Services and Support

The objective of sub-program 3.2 is to administer the Australian system of honours and awards and to provide the framework within which Australian citizens and others may be recognised for merit, achievement, bravery and service.

From 1999-2000 onwards, the Office will be reporting in terms of its outcome and outputs in line with the changes to Commonwealth budgeting and reporting

requirements. These changes are discussed in more detail immediately below.

## Financial overview

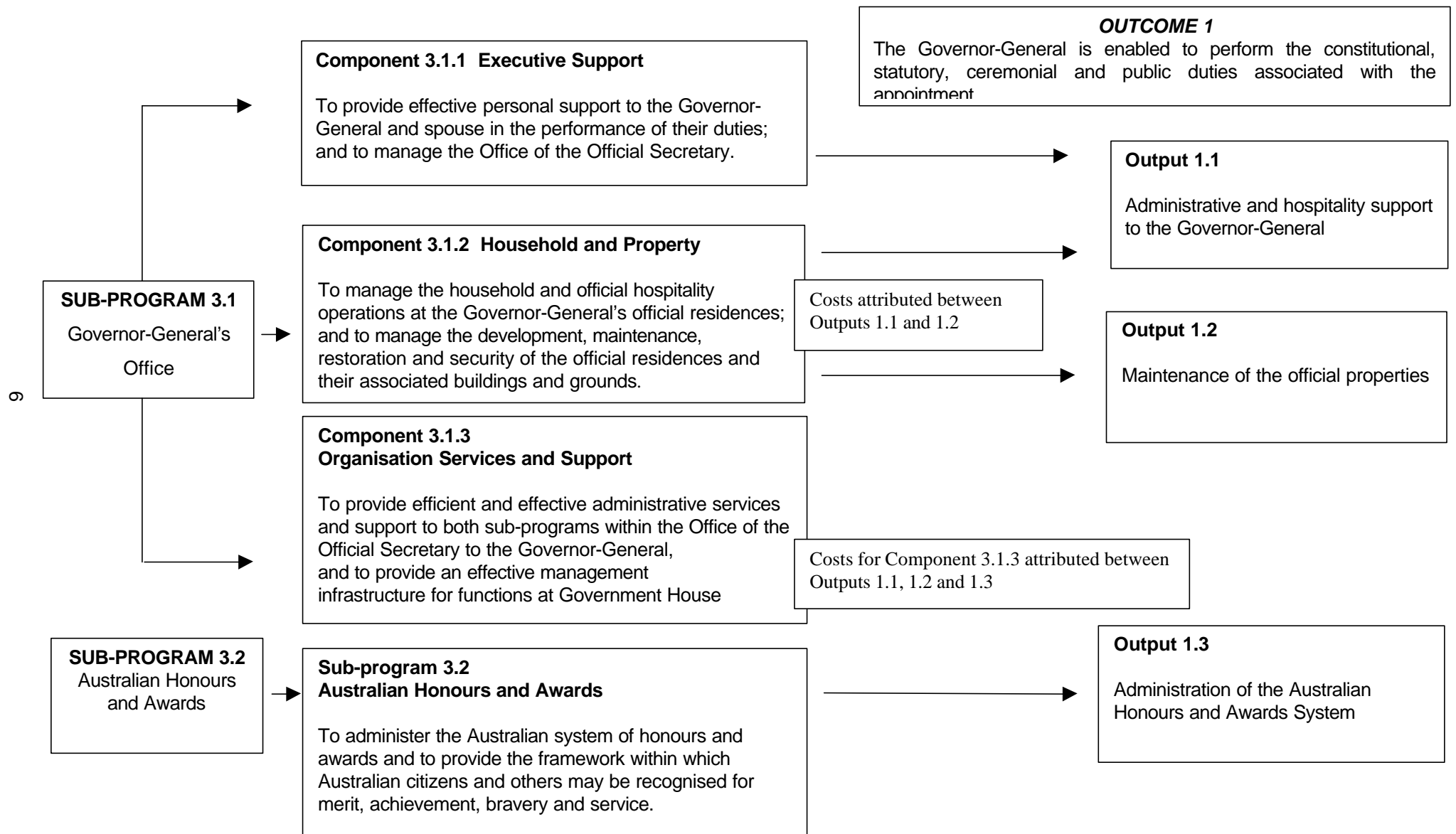
During the 1998-99 financial year, the Office, like other Commonwealth funded agencies, has implemented accrual budgeting arrangements within a new outcome and output reporting framework. The 1999-2000 agency budget and forward year estimates were prepared on an accruals basis with estimates prepared for the accrued costs of the three outputs which contribute to the Office's outcome as described:

- Outcome           The Governor-General is enabled to perform the constitutional, statutory, ceremonial and public duties associated with the appointment.
  
- Output 1.1       Administrative and hospitality support to the Governor-General.
- Output 1.2       Maintenance of the official properties.
- Output 1.3       Administration of the Australian Honours and Awards system.

The main difference between the current Program management and the future outcome reporting arrangements is that under the new arrangements there will be no external reporting specifically against *Component 3.1.3 - Organisation Services and Support*. This component currently provides internal corporate support services to the Office, the costs for which will be attributed between outputs in the new reporting structure. Figure 2 shows the relationship between the Office's sub-programs and components and the outcome and outputs which will be reported against in future annual reports.

**FIGURE 2**

**LINKS BETWEEN PROGRAM MANAGEMENT STRUCTURE 1998-99 AND OUTCOME/OUTPUT STRUCTURE 1999-00  
Office of the Official Secretary to the Governor-General**



## **Staffing overview**

As at 30 June 1999, 54 staff (inoperatives not included) were employed in sub-program 1, the Governor-General's Office, and 19 staff were employed in sub-program 2, Australian Honours and Awards. These figures include 6 part-time staff in sub-program 1 and 1 part-time staff member in sub-program 2. Details are in **Appendix A** (Staffing details in **Appendix A** reflect the Government House Officer classification structure agreed in the Office's 1998-99 Certified Agreement.)

For 1998-99, a total of 76.2 staff years was expended by the Office (56 staff years for sub-program 1, the Governor-General's Office, and 20.2 staff years for sub-program 2, Australian Honours and Awards). Table 1 on page 10 refers.

During the financial year 69 staff participated in training programs run by the Office. Total expenditure on training was \$54,552 which amounts to 1.67% of the Office's payroll. Significant activities included communications skills and supervisor skills training which accompanied the introduction of the Office's performance development scheme, writing and presentation skills workshops, OH&S related training, Information Technology (IT) training to support the further development of the Office's IT systems, and food preparation and storage training for domestic staff.

Ms Carol Summerhayes, Deputy Official Secretary since 10 July 1995, retired on 10 June 1999.

## **Industrial democracy**

The Office's elected Workgroup Representative Committee met four times in 1998-99. The role of this Committee is to monitor the personnel policies and practices agreed to in the Office's 1998-99 Certified Agreement. In this past financial year, the Committee monitored closely the introduction of a Performance Development Scheme for the Office and actively participated in an evaluation of the first cycle of the scheme. Also, the Committee held preliminary discussions on issues to be considered for the Office's next certified agreement.

## **Social justice and equity**

Each year the Office receives many written and verbal enquiries about the Governor-General and requests for his assistance and support. In providing support to the Governor-General in handling these matters, the Office aims to respond in a timely and courteous fashion and endeavours to ensure that all requests are handled fairly and in a manner which is sensitive to the cultural backgrounds and any special needs of the individuals or groups involved. In 1998-99, 21 staff from the Office attended workshops to improve their telephone communication techniques.

In promoting the honours system for all Australians, the Honours Secretariat and Awards sub-program liaises extensively with bodies and organisations that support equal employment opportunity groups. These organisations include government and community based groups representing multicultural and indigenous interests, as well as the interests of disabled people.

In the workplace, the Office endeavours to ensure that its people management practices and staff development activities provide equal opportunities for all staff irrespective of their gender, cultural background, ability to speak English, personal disability or family responsibilities. In 1998-99, all of the 49 staff from Equal Employment Opportunity target groups attended training activities. A number of staff from non-English speaking backgrounds participated in personalised and group training to improve their communication and presentation skills in 1998-99.

EEO statistics relating to the Office are set out in **Appendices B,C, and D.**

### **Occupational Health and Safety**

The Office's OH&S policy aims to provide a safe working environment to protect the health and wellbeing of its employees from injury and illness arising in the workplace. The Office's OH&S Committee which is made up of representatives from each workgroup at Government House and Admiralty House implements this policy. Elected representatives to the Committee undertake an accredited health and safety practitioner's course and conduct regular work place inspections. In 1998-99, comprehensive inspections were undertaken in four of the main work areas at Government House.

Seven staff from the Office attended OH&S awareness training during 1998-1999 and 19 staff from the domestic and gardening areas undertook training in correct manual handling practices.

In 1998-99, one accident was reported by the Office to Comcare as a dangerous occurrence. Appropriate action was taken.

### **Internal and external scrutiny**

Internal and external audits for the Office are monitored by the Office's Audit Committee. In 1998-99, the Audit Committee met three times and endorsed business and fraud risk assessments, a revised fraud control program and a strategic internal audit plan for 1999-2001. The fraud control plan was subsequently cleared by the Law Enforcement Coordination Division of the Attorney-General's Department.

At the end of the financial year, internal audits of asset management and fringe benefits tax assessment processes had been conducted.

The Office's operations were not referred to specifically in any of the Auditor-General's reports to the Parliament in the reporting year.

### **Operation of the *Freedom of Information Act 1982***

Section 6A of the *Freedom of Information Act 1982* provides that:

6A. (1) This Act does not apply to any request for access to a document of the Official Secretary to the Governor-General unless the document relates to matters of an administrative nature.

(2) For the purposes of this Act, a document in the possession of a person employed under section 13 of the *Governor-General Act 1974* that is in his possession by reason of his employment under that section shall be taken to be in the possession of the Official Secretary to the Governor-General.

Three freedom of information (FOI) requests were received during 1998-99. The Commonwealth FOI Act does not apply to the Order of Australia or bravery decorations, both of which were established by Letters Patent.

Further information in relation to the operation of the FOI Act is set out in **Appendix E**.

### **Operation of the *Privacy Act 1988***

No report or determination under section 30, section 52, or section 72 of the *Privacy Act 1988* was served on the Office by the Privacy Commissioner in 1998-99.

### **Consultancy services**

The Office engages consultants mainly to provide professional and specialist services for works and administration projects, strategic IT support and systems development, and to facilitate organisational change and management reforms.

In selecting and engaging consultants, the Office balances the need for open and effective competition with the need to use procurement methods which are cost effective and efficient. Value for money is always a primary consideration when selecting a consultant. The Office takes advice from the Official Establishments Trust and the National Capital Authority in relation to the choice of appropriately qualified consultant(s) for the provision of professional services relating to the conservation and development of buildings and grounds.

In general, for projects with a value of between \$2,000 and \$30,000 the Office directly approaches a group of known suppliers in the market and consults with other relevant government departments or professional bodies when developing a short-list of consultants. Consultancy projects with a value of more than \$30,000 usually involve requests for tender or invitations to register interest. Single source selections are made only in exceptional circumstances and with the approval of the Official Secretary.

The total number of consultants under engagement in 1998-99 was 16 and the total amount paid by the Office for consultancy services was \$269,095 with six new contracts awarded during the year. Details of new consultancy contracts awarded are provided in **Appendix G**.

## PART II – PROGRAM PERFORMANCE REPORTING

### Introduction

The financial and staffing resources summary for the Office is presented at Table 1 below. A financial and staffing resources summary is included in the performance report for each of the three components of sub-program 3.1, the Governor-General's Office, and for sub-program 3.2, Australian Honours and Awards.

A reconciliation between appropriations and sub-program and component elements for 1998-99 is at **Appendix F**.

**Table 1 – FINANCIAL AND STAFFING RESOURCES SUMMARY – PROGRAM LEVEL**

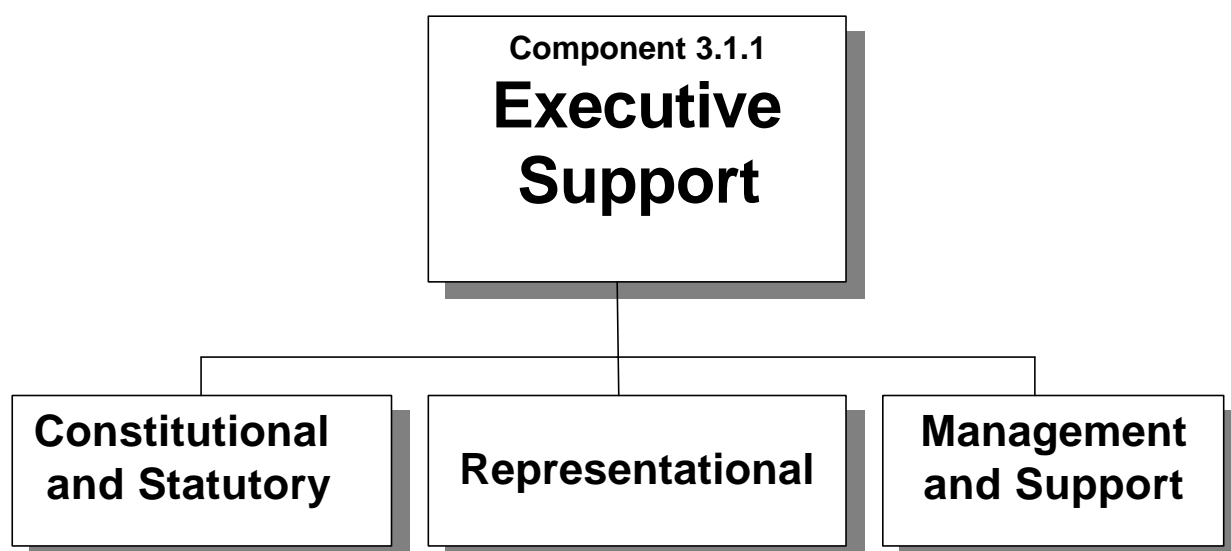
	1997-98 Actual (\$'000)	1998-99 Budget & AEs (\$'000)	1998-99 Actual (\$'000)
<b>BUDGETARY (CASH) BASIS</b>			
<u>Components of Appropriations</u>			
Running Costs(1)	6,801	8,529	7,054
Program Costs(2)	1,342	1,997	1,492
<b>Total</b>	<b>8,143</b>	<b>10,526</b>	<b>8,546</b>
Less adjustments			
Miscellaneous Receipts	12	10	15
Annotated Appropriations	304	120	88
<b>Total Outlays</b>	<b>7,827</b>	<b>10,396</b>	<b>8,443</b>
<b>ACCRUAL BASIS</b>			
Net cost of service delivery	6,623		6,324
Program Costs (excluding service delivery)	1,335		1,814
<b>Total Costs</b>	<b>7,958</b>		<b>8,138</b>
<b>STAFFING</b>			
Staff years (actual) (As at 30 June)	74.1	74.1	76.2

(1) Running costs incorporate annotated appropriations

(2) Program costs comprise the Governor-General's salary, Australian Honours and Awards (other than running costs) and building works, plant and equipment

### Style conventions

The amounts in this report have been rounded to the nearest thousand dollars. All "totals" are the rounded additions of unrounded figures. The convention used is that rounding downward will occur if the end digit is less than five, and rounding upward if the figure is five or more.



## Objectives

The objectives of Component 3.1.1 are:

- to provide effective personal support to the Governor-General and spouse in the performance of their duties; and
- to manage the Office of the Official Secretary.

## Description

The Executive Support component is responsible for ensuring that all constitutional, statutory and representational activities meet the expectations of the Governor-General and Lady Deane. Staff in this work area provide direct and personal support to Sir William and Lady Deane, in addition to high quality advice on policy, precedent and practice and well researched and appropriate material for inclusion in speeches. Care is taken to ensure that requests for information, correspondence and general representations are handled promptly and appropriately, and that – in relation to constitutional and statutory matters - the required formal procedures have been followed and proper documentation has been provided. It is an important responsibility to deal sensitively with the many people involved in organising functions attended by the Governor-General and Lady Deane and with guests at Government House and Admiralty House

The Official Secretary's overall responsibility for the management of the Office places him or her above both sub-programs in the organisation, but for administrative and reporting purposes the position (a statutory office) is located within this component. The Deputy Official Secretary (an SES position) has had responsibilities commensurate with the position of deputy. The Research Officer provides research support to the Governor-General, and is also located in this component for administrative convenience.

## Financial and staffing resources

**Table 2 – FINANCIAL AND STAFFING RESOURCES SUMMARY**  
**Component 3.1.1 Executive Support**

	1997-98 Actual (\$'000)	1998-99 Budget & AEs (\$'000)	1998-99 Actual (\$'000)
<b>BUDGETARY (CASH) BASIS</b>			
<u>Components of Appropriations</u>			
Running Costs	1,769	2,852	2,073
Program Costs(1)	58	58	58
<b>Total</b>	<b>1,827</b>	<b>2,910</b>	<b>2,131</b>
Less adjustments			
Miscellaneous Receipts	n/a	n/a	n/a
Annotated Appropriations	n/a	n/a	n/a
<b>Total Outlays</b>	<b>1,827</b>	<b>2,910</b>	<b>2,131</b>
<b>STAFFING</b>			
Staff years (actual)	9.1	9.1	9.3

(1) Program costs comprise the Governor-General's salary

With the introduction of outcome and output reporting for financial year 1999-2000 and thereafter, the activities of this component will be reported against Output 1.1 – Administration and Hospitality Support to the Governor-General (see Figure 2, page 5).

The component was managed by the Deputy Official Secretary until 10 June 1999 and had 9 staff (including two part-time) at 30 June 1999 :

- 1 x statutory officer (Official Secretary)
- 1 x GHO7 (Public Affairs/Research Officer, part-time)
- 3 x GHO6 (Personal Assistant and two Aides to the Governor-General)
- 2 x GHO5 (Private Secretary to Lady Deane and Administrative Assistant)
- 2 x GHO3 (Personal Assistant to the Official Secretary and Invitations Officer, part-time)

In addition, three part-time military Aides-de-Camp attend the Governor-General at functions outside Government House. The costs involved in this arrangement are met by the Australian Defence Force.

Total expenditure on a cash basis for this component for 1998-99 was \$2,073,000 (excluding the Governor-General's salary). Of this, salary costs were \$750,000.

## **Performance highlights 1998–99**

During 1998-99 staff continued to provide support to the Governor-General and Lady Deane on their representational activities, with travel planning and organisation, liaison with governments and government authorities, community groups and individuals, and the preparation of drafts of messages, speeches and correspondence.

The principal constitutional activities with which the Office was involved during the reporting period included the proroguing of the Parliament and dissolution of the House of Representatives on 31 August 1998 and the calling of a General Election for 3 October 1998. Following the General Election, at which the government was returned, the Governor-General administered the necessary oaths to the Second Howard Ministry on 21 October 1998. The new Parliament was opened by the Governor-General on 10 November 1998. All these activities involved considerable input by Government House staff in relation to documentation, procedures and arrangements for the various ceremonies.

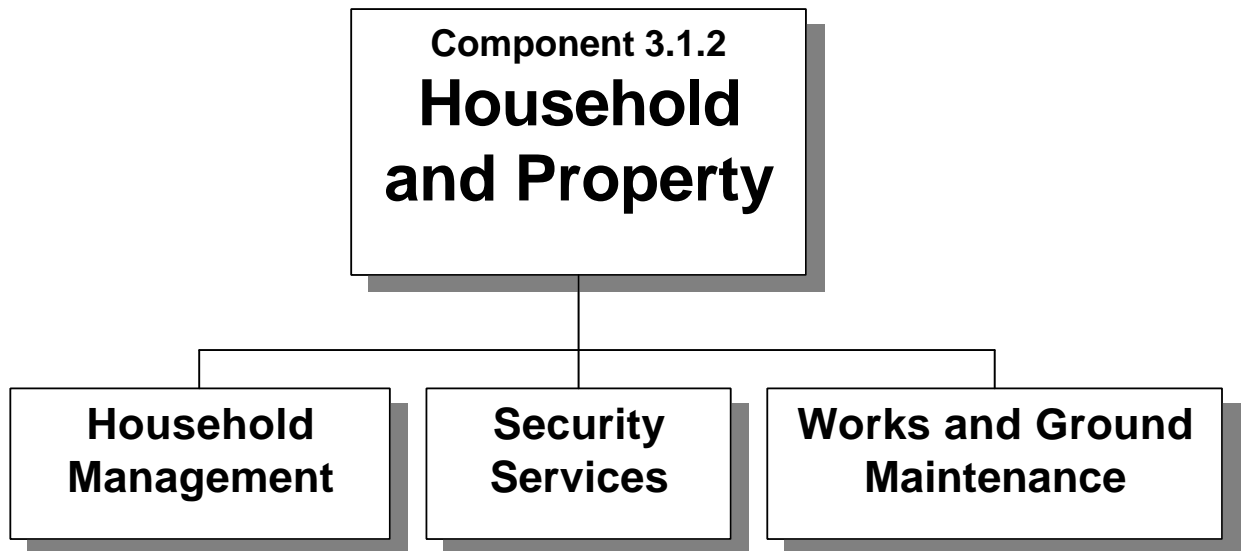
An additional component to our workload arose from a larger than normal number of State Visits over a concentrated period, all of which involved State Dinners and accommodation for the Head of State and a small entourage at Government House. The President of Ireland visited Canberra in September 1998, the President of Italy was here in December 1998 and the President of Hungary came to Canberra in February 1999. In addition, the Governor-General and Lady Deane provided hospitality to the Crown Prince of Thailand at Government House in April 1999 during his visit to Australia. All visits were judged to be particularly successful and the high level of professionalism displayed by staff was a major contributor to this outcome.

Staff organised and supported a total of 116 receptions and functions at Government House and Admiralty House during the reporting year. The total number of guests for 1998-99 was approximately 6,000.

Included in the functions were ceremonies involving the presentation of credentials by foreign diplomats and investiture ceremonies to present insignia for awards within the Australian honours system. Credentials ceremonies are usually held in groups of three or four each month, and investiture ceremonies are generally held twice a year, with one morning ceremony and one afternoon ceremony in mid-April and mid-September. Comments from guests at such functions have been very complimentary about the care and professionalism displayed by staff responsible for the relevant arrangements.

Between 20 April and 6 May 1999, the Governor-General, accompanied by Lady Deane, made his first visit overseas as Governor-General. The main highlights were attending the dawn and other memorial services at Gallipoli on Anzac Day, a mid-term call on Her Majesty The Queen at Windsor (deferred from 1998 because of the election) and official visits to the Republic of Ireland, Turkey and the Hashemite Kingdom of Jordan. Use was made of an RAAF Falcon and the opportunity taken for the Governor-General and Lady Deane to visit Australia's Indian Ocean Territories, Christmas Island and the Cocos (Keeling) Islands. The Governor-General and Lady Deane were accompanied by the Official Secretary, two Government House staff, an

RAN ADC, the Principal Medical Adviser from the Department of Veterans' Affairs and a member of the Australian Federal Police.



### **Objectives**

The objectives of Component 3.1.2 are:

- to manage the household and official hospitality operations at the Governor-General's official residences; and
- to manage the development, maintenance, restoration and security of the official residences and their associated buildings and grounds.

### **Description**

The activities of the Household and Property component comprise household management, security services, and works and grounds maintenance for the two official residences—Government House and Admiralty House.

One of the objectives of the Household and Property component is to conduct household operations, including official hospitality, in a manner that reflects the status of the official residences and meets the expectations of the Governor-General.

A second objective relates to the maintenance, refurbishment and security of the official residences. Because of the importance of the official residences and their historic value, the Official Establishments Trust is consulted about maintenance and refurbishment issues. Liaison with The Australiana Fund and the National Gallery of Australia also occurs in relation to furniture and art works. When appropriate, works proposals are discussed with the National Capital Authority and the Australian Heritage Commission. Such discussion and consultation ensure that works developments are sympathetic to the style and history of the buildings and in keeping with the Government House Strategic Plan.

Maintenance and development of the gardens and grounds of the two properties are also dealt with under this component, as is maintenance of vehicles and responsibility

for ensuring that transport services meet the needs of the Governor-General. Security matters are managed jointly with the Australian Protective Service and the Protective Security Coordination Centre.

## Financial and staffing resources

**Table 3 – FINANCIAL AND STAFFING RESOURCES SUMMARY**  
**Component 3.1.2 Household and Property**

	1997-98 Actual (\$'000)	1998-99 Budget & AEs (\$'000)	1998-99 Actual (\$'000)
<b>BUDGETARY (CASH) BASIS</b>			
<u>Components of Appropriations</u>			
Running Costs(1)	3,103	3,192	2,705
Program Costs(2)	-	282	278
<b>Total</b>		<b>3,474</b>	<b>2,983</b>
Less adjustments			
Miscellaneous Receipts	n/a	n/a	n/a
Annotated Appropriations	304	120	88
<b>Total Outlays</b>	<b>2,799</b>	<b>3,354</b>	<b>2,895</b>
<b>STAFFING</b>			
Staff years (actual)	37.9	37.9	37.4

(1) Running costs incorporate annotated appropriations

(2) Program costs comprise building works plant and equipment

With the introduction of outcome and output reporting for financial year 1999-2000 and thereafter, the activities of this component will be reported against Output 1.1 – Administration and Hospitality Support to the Governor-General in relation to household management activities, and Output 1.2 – Maintenance of official properties in relation to works and grounds maintenance and security matters (see Figure 2, page 5).

This component is managed by the Household and Property Manager and had 34 staff of whom 2 were part-time as at 30 June 1999:

- 1 x GHO8 (Household and Property Manager)
- 1 x GHO6 (Gardening Supervisor)
- 5 x GHO3 (Administrative Assistant part-time and Household and Gardening staff)
- 6 x GHO2 (Household and Gardening staff)
- 21 x GHO1 (Household staff, including 2 Transport Officers and Maintenance and Gardening staff)

Total expenditure on a cash basis for the component for 1998-99, (including consultancies and capital works) amounted to \$2,983,000. Of this, salary costs were \$1,638,000.

## **Performance Information 1998 – 99**

In 1998-99, the component maintained a high standard of service to support the full range of official functions including visits by Heads of State and foreign dignitaries.

Open days and school visits to the official residences were again a feature during 1998–99. Some 4,658 students and teachers from 101 primary, secondary and tertiary institutions visited Government House. In addition, both Government House and Admiralty House were open to the public on 5 separate occasions to raise funds for various organisations. A total of 7,708 people paid to view the two Houses, raising in excess of \$29,000.

The Household Attendants who conduct tours of the grounds undertook training in 1998-99 to enhance their presentation skills. The staff are now quite confident in dealing with the public and the tours are conducted in a highly professional manner.

Revised emergency evacuation procedures for Government House and Admiralty House were issued in November 1998.

During the year work continued on the ongoing works program to conserve, refurbish and upgrade elements of Government House and Admiralty House. Works and ground maintenance carried out at Government House and Admiralty House during 1998-99 are outlined below.

### ***Government House***

In November 1998, to improve the level of comfort for guests visiting Government House during the summer, air conditioning was installed in the ground floor public rooms of the house.

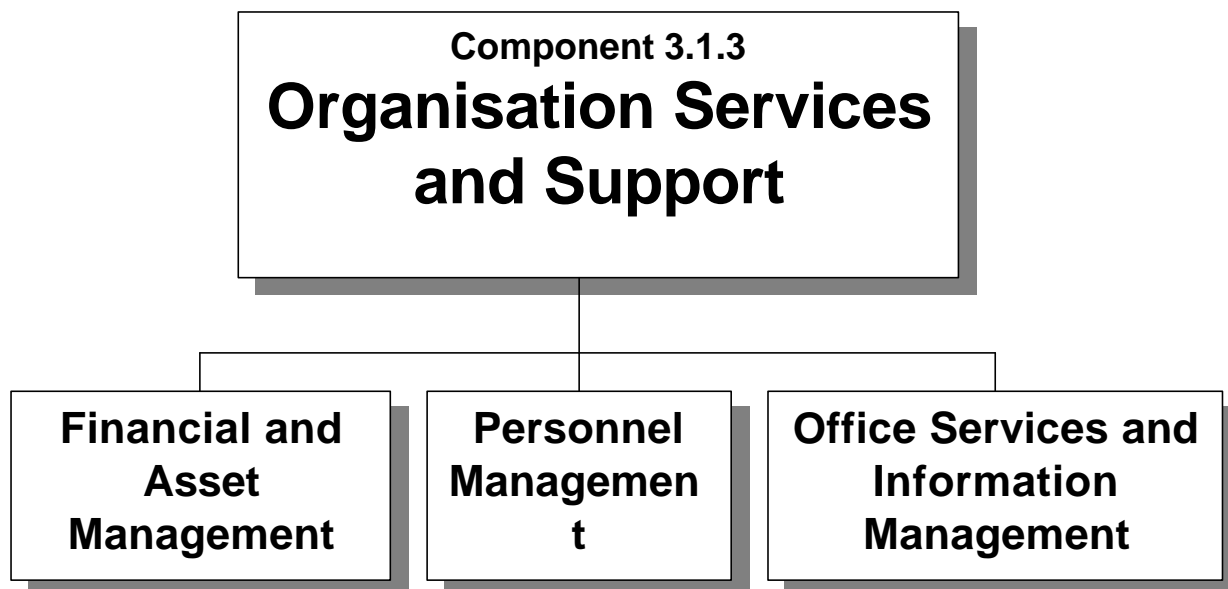
The Strategic Plan for the development of Government House, commissioned by the Office of the Official Secretary to the Governor-General on behalf of the Official Establishments Trust and presented to the Prime Minister in 1991, is now being updated as many of the major recommendations of that plan have now been implemented. Allom Lovell & Associates, heritage architects and authors of the original document, have been tasked with this project.

Other work carried out at Government House included the 1998-99 component of the six year cyclical external painting contract, improved drainage in areas of the grounds where ponding was occurring, extensive tree surgery and remedial damp proofing to parts of the Overseer's Cottage, the oldest building on the grounds.

## ***Admiralty House***

There were no major works carried out at Admiralty House during 1998-99.

General maintenance was undertaken which included finishing the painting of all external shutters, painting several outbuildings and perimeter fences, completing the re-pointing of stone work and replacing some plasterwork on the ceiling of the ground floor hallway. Remedial work involving the construction of a retaining wall was undertaken in response to cliff erosion threatening the stability of a gazebo near the Kirribilli House boundary.



### **Objectives**

The objectives of Component 3.1.3 are:

- to provide efficient and effective administrative services and support to both sub-programs within the Office of the Official Secretary to the Governor-General; and
- to provide an effective management infrastructure for functions at Government House.

### **Description**

This component provides financial and assets management, personnel management, information and communications management and reception services for the Office.

The component is responsible for ensuring accountability, timeliness and accuracy in all aspects of the corporate management of the Office. It is also responsible for managing its IT and telecommunications infrastructure and for implementing IT innovations to improve internal and external communications, and the efficiency of events management, executive support and Honours and awards administration. In addition, the component manages the Office's records and arranges congratulatory messages from The Queen and the Governor-General for special birthdays and wedding anniversaries of Australian citizens.

## Financial and staffing resources

**Table 4 – FINANCIAL AND STAFFING RESOURCES SUMMARY**  
**Component 3.1.3 Organisation Services and Support**

	1997-98 Actual (\$'000)	1998-99 Budget & AEs (\$'000)	1998-99 Actual (\$'000)
<b>BUDGETARY (CASH) BASIS</b>			
<u>Components of Appropriations</u>			
Running Costs(1)	954	1,460	1,205
<b>Total</b>	<b>954</b>	<b>1,460</b>	<b>1,205</b>
Less adjustments			
Miscellaneous Receipts	n/a	n/a	n/a
Annotated Appropriations	n/a	n/a	n/a
<b>Total Outlays</b>	<b>954</b>	<b>1,460</b>	<b>1,205</b>
<b>STAFFING</b>			
Staff years (actual)	8.5	8.5	9.3

(1) Running costs incorporate annotated appropriations

As mentioned on page 4 in the Financial Overview section, there will be no specific reporting in the annual report from financial year 1999-2000 onwards against this component following the introduction of outcome and output reporting. It is envisaged however that major corporate activities will continue to be reported in the corporate overview section of the annual report.

The component is managed by the Organisation Services and Support Manager and as at 30 June 1999, had ten staff two of whom were part-time including one part-time temporary.

- 1 x GHO8 (Organisation Services and Support Manager)
- 3 x GHO6 (Budget and Finance Officer, Personnel Manager and Information and Communications Manager)
- 2 x GHO4 (Finance and Personnel Officer and Records and IT Support Officer)
- 2 x GHO3 (Purchasing/Assets Officer and Personnel Assistant part-time temporary)
- 2 x GHO2 (Reception, 1 full and 1 part-time)

Total expenditure on a cash basis for the component amounted to \$1,205,000 in 1998-99. This included \$460,000 in salaries.

## **Performance highlights 1998-99**

### **Financial Management**

In 1998-99, this component was responsible for completing the transition to accrual budgeting and outcome/output reporting. With strategic advice from a consultant, the 1999-00 budget was formulated according to accrual principles. Also, the component put into place devolved banking arrangements, which took effect for agencies covered by the *Financial Management and Accountability Act 1997* from 1 July 1999. The introduction of devolved banking required the establishment of electronic links to enable the provision of banking services. The Reserve Bank is being used presently as the Office's transactional banker.

To enable the Office to handle the new accrual accounting and reporting arrangements better, options for a replacement financial management information system were explored. Final selection and implementation of a new financial management system is expected to take place during the first half of 1999-2000.

This component services the Office's audit committee (see also page 8 – Internal and External Scrutiny section) and progresses any administrative changes recommended by auditors and endorsed by the audit committee. In 1998–99, the Office's draft Chief Executive Instructions were reviewed by our internal auditors and a final version, endorsed by that committee, was issued in February 1999.

### **Personnel Management**

The main personnel management activity for 1998-99 was the conduct and evaluation of the first pilot cycle of the Office's Performance Development Scheme (July to December 1998). All permanent staff participated in the pilot. Following the evaluation of the scheme which was completed in March 1999, a final set of guidelines for the Personal Development Scheme was agreed and staff entered into performance agreements for the 1999 cycle.

Performance Development Scheme assessments are linked directly to pay advancement. Work planning and individual training and development planning are also linked in the Scheme. In 1998-99, the training activities undertaken by staff and referred to in the Staffing Overview on page 6 were identified through training and development plans. This more structured approach has resulted in better targeted training and a more efficient use of training funds by enabling more group training opportunities.

At the end of the financial year, preparatory work commenced on a second certified agreement for the Office which will be negotiated in the forthcoming year.

### **Information and Records Management**

In 1998-99, the Office progressed a number of the key elements of its 1998-2000 information management strategy (mentioned in the Annual Report for 1997-98) and undertook Year 2000 (Y2K) testing and associated system redevelopment activities.

Important elements of the information management strategy which were implemented in 1998-99 include:

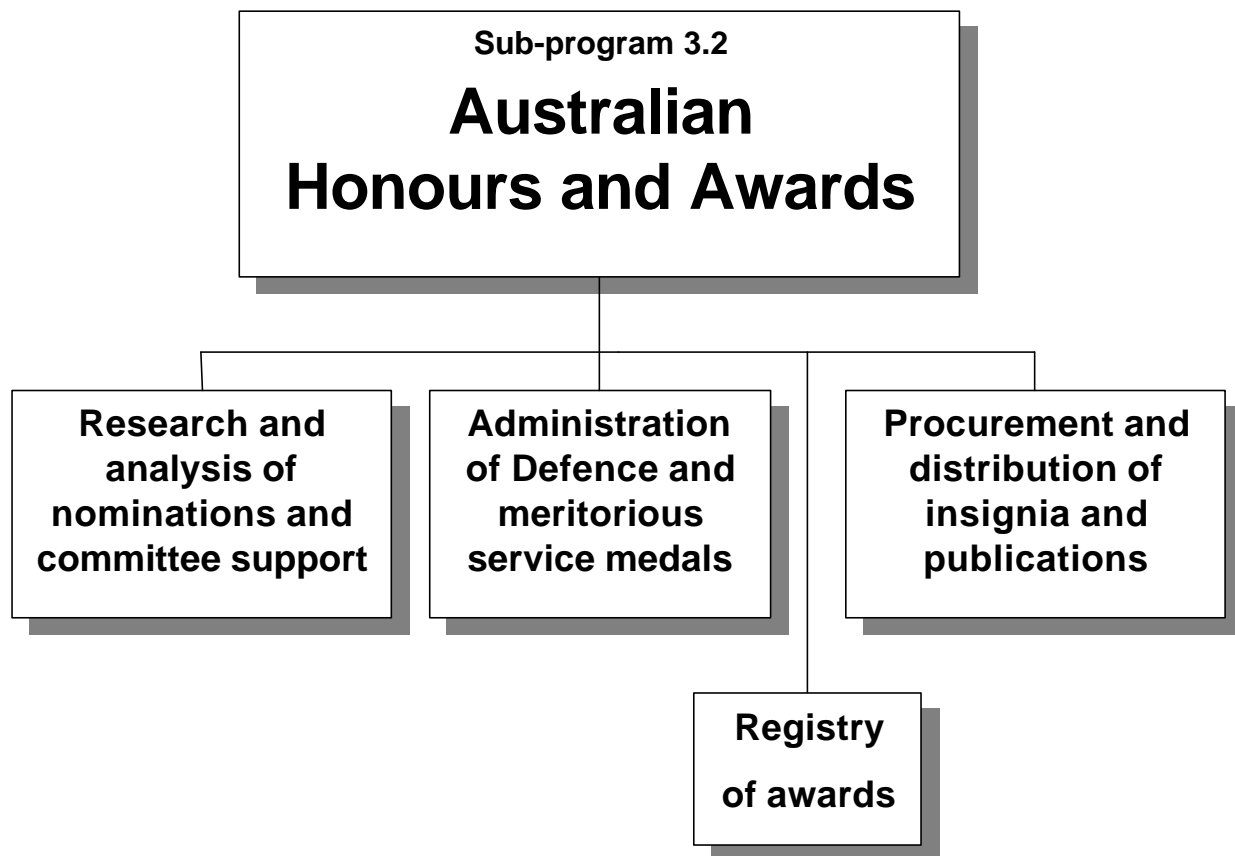
- Connection of the Government House network to the Internet (February 1999) which has already considerably expanded the Office's research capabilities and improved the efficiency and effectiveness of external communications.
- Completion of the second stage of the upgrade of the Government House IT network which involved the acquisition of a new large capacity file and print server and the relocation of an applications server to improve systems performance, management and administration.
- Completion of a preliminary review of the records management administration for the Governor-General's Office sub-program which has included standardising file categories and naming conventions in the Office's file system and the introduction of improved correspondence storage arrangements.

The Office is progressing on-target with its Y2K preparedness activities and reports on a quarterly basis in line with Commonwealth Government requirements on assessment, remediation and compliance issues relating to its major IT hardware, software and non-IT systems and assets. Y2K remediation activities have involved the upgrading of a number of the Office's databases.

A major redevelopment is being undertaken for the databases used to process nominations for the Order of Australia, bravery decorations, and Defence and other meritorious service awards. These databases also hold the historical record of all award recipients since the Australian Honours system was established in 1975. Along with necessary Y2K remediation work, the databases are being substantially upgraded to improve the efficiency of data processing for nominations. It is anticipated that the new databases will be operational by the end of October 1999.

### **Congratulatory Messages**

In 1998-99, a total of 4,759 congratulatory messages – 2,364 from The Queen and 2,395 from the Governor-General - were arranged and dispatched to Australians celebrating 100<sup>th</sup> and subsequent birthdays and to couples celebrating 60<sup>th</sup>, 65<sup>th</sup> and 70<sup>th</sup> wedding anniversaries. In 1998-99, the number of congratulatory messages arranged was 5% higher than for the previous financial year 1997-98.



### **Objective**

The objective of sub-program 3.2 is to administer the Australian system of honours and awards on behalf of the Governor-General so that Australian citizens and others may be appropriately recognised for merit, achievement, bravery and service.

### **Description**

This component is known as the Australian Honours Secretariat. The activities of the Secretariat are grouped as research and analysis of nominations and committee support, administration of Defence and meritorious service medals, registry of awards, and procurement and distribution of insignia and publications.

The Secretariat was established as a permanent body in 1975 to administer the Australian system of honours and awards. It is responsible for the efficient management and use of resources in order to provide effective research and administrative support to the Council for the Order of Australia and the Australian Bravery Decorations Council. In addition, it is responsible for checking eligibility for all other awards and decorations submitted to the Governor-General for approval. The sub-program also ensures the timely and cost-effective production of insignia, warrants and associated items in support of the honours and awards system and maintains a register of all honours and awards conferred within the Australian system. The Secretariat also supports government policy initiatives relating to improving publicity for the honours system. This is achieved through widespread dissemination

of honours list announcements to media and community networks and the publication of a range of booklets and pamphlets on the Australian Honours System as well as guidance notes on the nomination process.

## Financial and staffing resources

**Table 5 - FINANCIAL AND STAFFING RESOURCES SUMMARY**  
**Sub-program 3.2 Australian Honours and Awards**

	1997-98 Actual (\$'000)	1998-99 Budget & AEs (\$'000)	1998-99 Actual (\$'000)
<b>BUDGETARY (CASH) BASIS</b>			
<u>Components of Appropriations</u>			
Running Costs	975	1,025	1,071
Program Costs(1)	1,286	1,657	1,156
<b>Total</b>	<b>2,261</b>	<b>2,682</b>	<b>2,227</b>
Less adjustments			
Miscellaneous Receipts	12	10	15
Annotated Appropriations	n/a	n/a	n/a
<b>Total Outlays</b>	<b>2,249</b>	<b>2,672</b>	<b>2,212</b>
<b>STAFFING</b>			
Staff years (actual)	18.6	18.6	20.2

(1) Running costs incorporate annotated appropriations.

With the introduction of outcome and output reporting for financial year 1999-2000 and thereafter, the activities of this sub-program will be reported against Output 1.3 – Administration of the Australian Honours and Awards system (see Figure 2, page 5).

The sub-program is managed by the Director, Honours and had 19 staff as at 30 June 1999:

- 1 x GHO 8 (Director)
- 2 x GHO 7 (Assistant Directors)
- 1 x GHO 6 (Senior case officer)
- 8 x GHO 5 (Case officers)
- 1 x GHO 4 (Administrative assistant)
- 4 x GHO 3 (Purchasing/Administrative support/Defence and long service awards)
- 2 x GHO 2 (Registry/filing/reception)

Total expenditure on a cash basis for the sub-program for 1998-99 was \$2,226,000. This included \$919,000 on salaries and \$1,156,000 on the procurement of insignia and related items, warrants, publication of books, notification of awards and freight on medals.

## ***The Australian honours system***

All the elements of the Australian system of honours and awards have been established by The Queen on the advice of the Australian government and instituted by Letters Patent. The documents designate the Governor-General as Chancellor of the Order of Australia, charged with its administration; and the Letters Patent for all Australian awards, except the *Victoria Cross for Australia*, authorise the Governor-General to approve awards to recipients. Like its British counterpart, the *Victoria Cross for Australia* is conferred by The Queen.

The Queen has reserved the right to honour Australians with appointments in the Order of the Garter, the Order of the Thistle, the Order of Merit and the Royal Victorian Order, in exercise of the Royal Prerogative. As Sovereign of the Order of St John, The Queen also considers award recommendations which are made by the Governor-General as Prior of the Order in Australia.

The Governor-General appoints members to the Council for the Order of Australia and to the Australian Bravery Decorations Council, which considers bravery awards. The composition of these bodies is set out in **Appendix H**. The Australian Honours Secretariat serves both by researching and analysing nominations for bravery awards, and for awards within the Order of Australia, which are received direct from members of the public or organisations.

The Australian honours system provides also for other awards and decorations for gallantry, meritorious service, conspicuous service, distinguished service, skill at arms, campaign service in peace and war, exceptional service in the Antarctic and long service. Upon receipt of nominations for such awards from designated authorities, the Honours Secretariat checks the nominees' eligibility before submitting the nominations to the Governor-General for approval.

Investitures occur in the States, usually at Government House in the State of residence of the recipient, and in Canberra. Arrangements for investiture ceremonies at Government House, Canberra, are the responsibility of the Executive Support program (Component 3.1.1).

The functional relationships of the Australian system of honours and awards are presented in Figure 3 (page 31).

## **Performance highlights 1998-99**

The Secretariat has developed performance measures described in the Portfolio Budget Statements 1999-2000 for the various activities it undertakes. The primary measures are quantity, timeliness, cost-effectiveness and quality of product/secretariat support services. Given the differing nature of the activities undertaken, output measures vary between aspects of the work of the sub-program.

### ***Awards and insignia production***

In 1998-99 the procurement process for medals insignia and related items was efficiently managed within budget and on time.

The number of medals and clasps manufactured for the 1998-99 financial year exceeded 30,000 sets of insignia. This was an increase of approximately 10,000 medals over figures forecast for the financial year. This increase was due largely to a greater than expected take up rate for newly introduced Defence service awards. The additional workload was completed without any reduction in quality of other services provided.

During 1998-99 the Program ensured the timely availability of all insignia for award presentations. As a result of a review of administrative practices for stock control the Secretariat is able to monitor closely levels of existing insignia stock against award take up rates.

In 1998-99, initiatives undertaken in previous years to reduce the cost of medal manufacture and maintain supplier competitiveness were augmented by an extension of links to new potential suppliers. The increased competition for contracts resulted in significant cost savings in medal manufacture.

Determinations, established under the regulations governing awards, form the basis of stringent quality assurance standards for insignia produced. In assessing quality of the finished product the Secretariat applies these specifications together with its internal expertise and knowledge of medal manufacture. Additionally, administrative arrangements have been developed to monitor insignia quality including random sampling of all consignments and contractual agreements for the replacement of inferior quality stock.

### ***Administration of the Australian Honours System***

In 1998-99, the Secretariat undertook to ensure it maintained a high standard of thoroughness of briefing information submitted to the advisory bodies of the Council for the Order of Australia and the Australian Bravery Decorations Council.

The Secretariat focused on making improvements to the presentational style and quality of research undertaken on nominations presented to the respective Councils. This was achieved through increased staff training in the preparation of written material and research methods and by making better use of IT including use of the Internet. Feedback from the advisory bodies on the effectiveness of secretariat support provided is consistently positive and acknowledges that nomination submissions are timely, of high quality and thoroughly researched. In addition to the preparation of briefs, submissions and reports, the Secretariat coordinated and supported four major meetings convened for the Council for the Order of Australia and the Australian Bravery Decorations Council, each of which met twice over a two to three day period during the financial year.

The number of nominations submitted to the Council for the Order of Australia in 1998-99 was 1,470. This is slightly lower than the average number of 1500 nominations

prepared in previous years. Variation in the number of nominations prepared for the Council is dependent on factors such as the complexity of the case, timeliness of referee responses and the timing of receipt of nominations.

Compared to the previous financial year, the number of nominations prepared for the Australian Bravery Decorations Council in 1998-99 increased by 13% to 273 cases.

During 1998-99, 45,788 awards for merit, achievement, Defence, and long service were administered in accordance with gazetted awards' regulations. The number of award approvals processed reflects the increasing take up rate of Defence awards and continues a trend reflected in the previous financial year. This volume of output was achieved through close liaison with the main nominating agency, the Department of Defence, to ensure integration of optimal administrative efficiencies and IT frameworks for easier conversion of awards data to reduce the degree of manual checking required. Investigation of further efficiencies will be undertaken in 1999-2000.

During the financial year the Secretariat also managed arrangements for the approval and procurement of the 80<sup>th</sup> Anniversary Armistice Medal, the first commemorative medal to be introduced within the Australian Honours System. This project was successfully completed within the short timeframe between announcement and presentation of the award reflecting the high priority given to it by the team responsible for the medal's introduction.

### ***The Order of Australia***

In 1998-99, 420 awards were made in the Australia Day 1999 Honours List and 405 awards in the Queen's Birthday 1999 Honours List. Overall 56% of nominations considered by the Council resulted in an award. There has been no decrease in the percentage of awards made to women with 32% of all awards for females. Some 58% of all nominations for females resulted in an award, compared with 55% of all nominations for males. An analysis of awards in the General Division by category for 1998-99 is set out in **Appendix I**.

Since 1975, a total of 13,865 awards have been made in the General Division of the Order of Australia (an analysis by category is in **Appendix J**) and 1,802 in the Military Division. During 1998-99 there were 17 Honorary awards to citizens of other countries. To date there has been a total of 130 such awards.

### ***The Order of Australia***

The Order of Australia was instituted, in 1975, in the words of the Letters Patent, as “a society of honour”. It now has four levels, with provision for appointment as *Companion (AC)*, *Officer (AO)* or *Member (AM)* and for an award of the *Medal of the Order (OAM)*.

The Order has a General Division and a Military Division, each Division having separate criteria for the levels of award. Foreign citizens may be recommended by the Prime Minister for an honorary award in the General Division at a level which the Prime Minister has judged appropriate. The Minister for Defence recommends members of the Australian Defence Force for awards and the level of such awards within the Military Division. The Minister may also recommend honorary awards in the Military Division. Only two have been made since 1975.

The constitution of the Order provides for a Council of 19 members. Three members are ex-officio and the remainder are appointed by the Governor-General. The six States and two Territories nominate one representative each for appointment to the Governor-General, and the Prime Minister nominates the eight independent members.

The constitution of the Order provides that no more than 25 Companions, 100 Officers and 225 Members may be appointed in any calendar year. There is no quota on the number of Medallists. The number of persons appointed at the Companion and Officer level has never reached the annual quota. In recent years, award recommendations at the Member level have on several occasions neared but not exceeded quota.

Recommendations are made by the Council with proper regard to the criteria for the levels of award set out in the constitution of the Order. In assessing an individual nomination against the known contribution of others in the same field or category, the Council seeks to satisfy itself that the person concerned has either demonstrated achievement at a high level, or has made a contribution over and above what might be expected through paid employment, or whose voluntary contribution to the community has been particularly significant. The concept of merit embodied in the criteria implies that the individual eventually recognised should stand out from others who may also have made a valuable contribution. In some cases this endeavour may have been sustained over many years, but in essence membership of the Order of Australia is not an award merely for long service but for outstanding service.

All recommendations are made to the Governor-General who, acting in accordance with section 10 of the constitution of the Order, authorises awards.

All persons recommended for an award, except in the circumstances outlined below, are asked whether they would be willing to accept an award should it be offered, and some people have exercised their right to decline.

There is no provision within the Order of Australia for posthumous awards. At the August 1997 meeting of the Council for the Order of Australia, consideration was given to the provisions of the constitution of the Order in relation to those unfortunate occasions on which nominees have died in the period between receipt of a nomination and its consideration by Council. Within the framework of the constitution of the Order it is possible for the service rendered during the lifetime of these nominees to be considered for recognition by the Council. Where an award is recommended and approved, the nominee's next of kin are advised and asked whether it would be acceptable if the award were published in the Honours List along with the names of other recipients. In such circumstances, regardless of gazettal, the award is retrospective in that it has effect from the date of receipt of the nomination in the Secretariat. Membership of the Order of Australia ceases upon the death of recipients.



### ***Australian bravery decorations***

The Australian bravery decorations were instituted in 1975 to accord recognition to Australian citizens and other persons who perform acts of bravery. A comparable set of Australian decorations has been instituted to recognise acts of gallantry in the face of the enemy.

The bravery decorations are the *Cross of Valour (CV)*, *Star of Courage (SC)*, *Bravery Medal (BM)* and *Commendation for Brave Conduct*, and there is a *Group Citation for Bravery*.

Nominations for bravery awards are considered by the Australian Bravery Decorations Council. It is the responsibility of the Committee to establish whether an act of bravery has occurred and, if so, to recommend an award at the appropriate level. The Committee has recognised that bravery is subtly different from fortitude in a predicament in that it requires not only the presence of danger but an element of choice - the choice either to go from a safe place to a place of peril in order to help, or to remain at a hazardous post carrying out essential duties while others are moved, or after they had been moved, to a safer place. Bravery is interpreted by the Committee as having been displayed through a deliberate act which would increase the danger to the person to a significant extent.

In its consideration the Committee has been assisted in many cases by the statements and other records of Police who have attended an incident and interviewed witnesses. Where such official records do not exist, the Honours Secretariat endeavours to contact witnesses and elicit their recollections.

An award of a bravery decoration may be made posthumously if the next of kin agrees.

### ***Australian bravery decorations***

During 1998-99 the Australian Bravery Decorations Council recommended 165 bravery awards for actions in either an individual or group capacity. This included four *Stars of Courage*, 40 *Bravery Medals*, 64 *Commendations for Brave Conduct*, and 13 *Group Citations for Bravery* involving a total of 57 persons for joint actions in various incidents.

From 1975 to 30 June 1999, 1,452 individual bravery awards and 24 Group Citations have been approved.

### ***Meritorious awards***

The Australian system has a range of awards to recognise outstanding or distinguished service in particular fields. These awards are limited by stringent quotas and are approved by the Governor-General on the recommendation of designated State and/or Federal Ministers. In 1998-99 the Governor-General approved the award of 73 *Public Service Medals*, 46 *Australian Police Medals*, 51 *Australian Fire Service Medals*, one *Antarctic Medal*, and four *Champion Shot Medals* and two clasps to the medal.

### ***Defence and Defence related awards***

During the financial year the Governor-General approved recommendations for 21,473 awards and/or clasps to the Australian Active Service Medal 1945-1975. Since the introduction of this award in 1997, 39,190 awards have been made. The Governor-General also approved 12,580 awards and/or clasps to the *Australian Service Medal*

1945-1975, bringing the total number of medals awarded since its establishment to 49,421. The number of awards approved for the *Civilian Service Medal 1939-1945* during 1998-99 was 385 with the total number issued to date being 6,321.

In addition, 39 *Conspicuous Service Crosses*, 40 *Conspicuous Service Medals* and two *Nursing Service Crosses* were awarded. There were also 1,918 awards of the *Australian Service Medal* or clasps for service since 1975 and 11 awards of the *Australian Active Service Medal* or clasp.

The Governor-General approved the issue of 3,810 *Defence Force Service Medals* and/or clasps, 61 *Reserve Force Decorations* and/or clasps and 219 *Reserve Force Medals* and/or clasps. During the financial year, 506 *Vietnam Logistic and Support Medals* were issued, bringing the total number to 8,546.

In addition to these defence service awards, one Distinguished Service Medal, one Commendation for Gallantry and three Commendations for Distinguished Service were approved.

### ***Other awards***

A total of 4,509 nominations for National Medals and/or clasps were also processed for approval during the year, and 45 *Police Overseas Service Medals* were awarded.



Pages 32 to 62 contain the financial statements for the financial year of 1998/99.

These documents are not available in this electronic copy of the Annual Report.

Please contact AusInfo to purchase a hard-copy of this report.

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**APPENDIX A**

**STAFFING OVERVIEW (as at 30 June 1999)**

Classification	Full Time		Part Time		Canberra	Sydney	Total
	F	M	F	M			
Statutory Officer					1		1
		1					
Government House Officer (Executive 2)							
Level 8	2	1			3		3
Government House Officer (Executive 1)							
Level 7	1	2		1	4		4
Government House Officer (Administrative)							
Level 6	4	2			6		6
Level 5	7	1	1		9		9
Level 4	1	1			2		2
Level 3	5	1	2		8		8
Level 2	5	1	2		8		8
Government House Officer (Gardening)							
Level 6		1			1		1
Level 3		2			1	1	2
Level 2		2			2		2
Level 1		5			4	1	5
Government House (Domestic, Caretaking, Transport)							
Level 3		3			2	1	3
Level 2		3			2	1	3
Level 1	8	7	1		13	3	16
<b>TOTAL</b>	<b>33</b>	<b>33</b>	<b>6</b>	<b>1</b>	<b>66</b>	<b>7</b>	<b>73</b>

**Notes:**

- All the above staff were employed under the *Governor-General Act 1974*
- In Canberra, staff are located at Government House, while in Sydney, staff are located at Admiralty House

**STAFFING CATEGORIES AND DISTRIBUTION  
(as at 30 June 1999)**

Category	Male	Female	Total
<b>Component 3.1.1 (Executive Support)</b>			
Personal	2	4 (includes 1*)	6
Office support staff	1	3 (includes 1*)	4
<b>Component 3.1.2 (Household and Property)</b>			
Household and Caretaking staff (including Transport staff)	14 (includes 5*)	10 (includes 3*, 1**)	24**
Gardening staff	10 (includes 4*, 1**)		10
<b>Component 3.1.3 (Organisation Services and Support)</b>			
Personnel and Finance staff	1	4 (includes 1***)	5
Office Support staff	2	3	5
<b>Sub-program 3.2</b>			
Australian Honours and Awards	4 (includes 1*)	15 (includes 4**)	19
<b>TOTAL</b>	<b>34</b>	<b>39</b>	<b>73</b>

**Notes:** \* Denotes members of designated groups  
 \*\* Figure includes temporary employee

**EMPLOYEES COVERED BY PART IV MOBILITY PROVISIONS OF THE PUBLIC SERVICE ACT**

Male	Female	Total
3	12	15

**TEMPORARY STAFF (included in above totals)**

Male	Female	Total
3	5	8

**APPENDIX C****STAFF DEVELOPMENT AND TRAINING – STATISTICS**

Sub-program/Component (as at 30 June 1999)	No. of Staff Trained	No. of Person Days	Expenditure on Training	% of Sub program/ Component Payroll	No. in EEO Groups
3.1 Governor-General's Office					
3.1.1. Executive Support	8	15	3,878	0.52	7
3.1.2 Household and Property	34	119.98	15,689	0.96	19
3.1.3 Organisation Services and Support	9	34.38	10,861	2.49	7
3.2 Australian Honours and Awards	17	79.86	24,124	2.62	16
<b>TOTAL</b>	<b>69</b>	<b>249.22</b>	<b>54,552</b>	<b>1.46</b>	<b>49</b>

**Notes:** Total number of staff employed as at 30 June 1999 was 73 (including 7 part-time)

**EEO STATISTICS**

**A. Overview  
(as at 30 June 1999)**

Total staff	Male	Female	A	TSI	NESB1	NESB2	PWD
73	34	39	-	-	10	2	1

**Notes:** See Appendices A and B for distribution of male and female staff and distribution by staffing category

The 12 NESB1 staff comprised:

2 x GHO5  
1 x GHO3  
9 x GHO1

The 2 NESB2 staff member were at the GHO1 level.

The PWD staff member was a GHO1 level.

**B. Appointments  
(1998-99)**

Total staff	Male	Female	A	TSI	NESB1	NESB2	PWD
10	4	6	-	-	-	1	-

**Key:**

A	Aboriginal
TSI	Torres Strait Islander
NESB1	Non-English speaking background, first generation
NESB2	Non-English speaking background, second generation
PWD	People with a disability

## **FREEDOM OF INFORMATION MATTERS**

Information required by section 8 of the *Freedom of Information Act 1982* (the FOI Act) to be published in the annual report of the Official Secretary to the Governor-General is set out in the main body of this report (page 6) as well as in this appendix.

### **FOI procedures and initial contact point**

Individuals seeking access to documents relating to matters of an administrative nature in the possession of the Official Secretary should forward a \$30 application fee and apply in writing to:

The Official Secretary  
to the Governor-General  
Government House  
CANBERRA ACT 2600.

Initial access inquiries may be directed to the FOI Contact Officer on (02) 6283 3512.

The Deputy Official Secretary is the decision-maker under section 23 of the FOI Act in respect of requests for access.

If access is approved, the Deputy Official Secretary will provide copies of documents after payment is received of any charges that apply.

### **Categories of documents**

#### Documents of an administrative nature

These documents include personnel records, organisation and staffing records, and financial and expenditure records.

#### Documents open to public access subject to a fee or charge (subparagraph 8(1)(a)(iii) and paragraph 12(1)(b) of the FOI Act)

The Office holds no documents in this category.

#### Documents available for access or purchase subject to a fee or other charge (subparagraph 8(1)(a)(iii) and paragraph 12(1)(c) of the FOI Act)

The Official Secretary's annual report is available for purchase from the Australian Government Publishing Service Bookshops.

#### Documents customarily available free of charge upon request (subparagraph 8(1)(a)(iii) of the FOI Act)

The Office customarily makes available free of charge upon request the Governor-General's speeches, and pamphlets on Government House, Admiralty House, Order of Australia and Australian Bravery Decorations.

**APPENDIX F****SUMMARY TABLE OF RESOURCES  
RESOURCES OF PROGRAMS AND APPROPRIATION ELEMENTS FOR 1998-99**

Sub-Program Component Number	Approp Bills Nos 1 and 3 \$'000	Approp Bills Nos 2 and 4 \$'000	Special Approps \$'000	Annotated 1) Approps \$'000	Program Approps \$'000	Adjustments \$'000	Program Outlays \$'000
	(A)	(B)	(C)	(D)	(E=A+B+C+D)	(F)	(G=E-F)
3.1.1	2,852	-	58	-	2,910	-	2,910
3.1.2	3,072	282	-	120	3,474	120	3,354
3.1.3	1,460	-	-	-	1,460	-	1,460
3.2	2,682	-	-	-	2,682	10 <sup>2)</sup>	2,672
<b>TOTAL</b>	<b>10,066</b>	<b>282</b>	<b>58</b>	<b>120</b>	<b>10,526</b>	<b>130</b>	<b>10,396</b>

**Notes:**

- 1) Annotated appropriations are a form of appropriation which allows an agency access to the money it earns. For this office this comprises proceeds from the sale of assets and contributions for rent and utilities from resident staff.
- 2) Estimated proceeds from the sale of insignia which is credited to the Commonwealth Public Account.

**CONSULTANCY CONTRACTS AWARDED DURING 1998/99\***

<b>Consultant Name</b>	<b>Purpose of Consultancy</b>	<b>Agreed Cost</b>	<b>Publicly Advertised</b>	<b>Reasons for Engaging Consultants</b>
Allom Lovell & Associates	Revision of the Government House strategic plan	\$10,000	No	Specialised professional services not available in-house
J. Easthope and Associates Pty Ltd	Detailed computerised survey of the Government House Grounds	\$33,500	No	Specialised professional services not available in-house
J. Easthope and Associates Pty Ltd	Production of a management plan and maintenance strategy for Government House Grounds	\$13,000	No	Specialised professional services not available in-house
CyberOne Pty Ltd	Design and develop Internet Home Page	\$5,670	No	Need for experience in application of latest technology
Tarquin Bowers	Advise Governor-General as Chief Scout of Australia regarding development of scouting in indigenous communities	\$20,000	No	Need for independent study by expert in the field
Com Tech Communications Pty Ltd	Development and installation of Internet server and security systems	\$27,343	No	Need for rapid access to the latest technology and experience in its application
SPD Consulting Pty Ltd	Redevelopment and upgrade of Honours databases of award recipients	Up to \$50,000	No	Need for rapid access to the latest technology and experience in its application

\*Note: Does not include any consultancy contracts less than \$2,000

**MEMBERSHIP OF THE COUNCIL FOR THE ORDER OF AUSTRALIA AND  
THE AUSTRALIAN BRAVERY DECORATIONS COUNCIL**

**A. THE ORDER OF AUSTRALIA**

The Order of Australia was established as part of the Australian honours system by Letters Patent issued by The Queen on 14 February 1975 and as amended subsequently.

**Chancellor of the Order**

His Excellency the Honourable Sir William Deane, AC, KBE  
Governor-General

**Secretary of the Order**

Mr Martin Bonsey

**COUNCIL FOR THE ORDER OF AUSTRALIA**

**As at 30 June 1999**

**Members - ex-officio**

The Honourable Dr D.A. Kemp, MP  
(Vice-President of the Federal Executive Council)  
Admiral Chris Barrie, AO, RAN  
(Chief of the Defence Force)  
Mr M. Moore-Wilton  
(Secretary, Department of the Prime Minister and Cabinet)

**Members - nominated by the Commonwealth Government**

Rear Admiral P. Sinclair, AC, RAN (Rtd)  
(Chairman)  
Mr A. Border, AO  
Ms A. Fulwood  
Mrs S. Henderson  
The Honourable Sir James Killen, KCMG  
Dr M. Valadian, AO, MBE  
Dr G. Santoro, AM  
Mrs M. Turbayne, MBE, OAM

**Members - nominated by State and Territory Governments**

Mr M Wauchope (WA)  
Ms M Lyons (NT)  
Mr E Bigby (Qld)  
Mr D. Ford, CVO, GM (Vic)  
Mr R. Grierson, LVO (Tas)  
Dr C. Gellatly (NSW)  
Mr I. Kowalick (SA)  
Mr A Thompson (ACT)

## APPENDIX H (CONT.)

### **B. AUSTRALIAN BRAVERY DECORATIONS**

The Australian Bravery Decorations were established as part of the Australian honours system by Letters Patent issued by The Queen on 14 February 1975 and as amended subsequently.

#### **AUSTRALIAN BRAVERY DECORATIONS COUNCIL**

**As at 30 June 1999**

##### **Members - nominated by the Commonwealth Government**

Professor V. Pratt, AM  
(Chair)  
Dr P Flett  
Mr J. Johnson, AO, APM, QPM  
Ms D. Read

##### **Members - ex-officio**

Mr P. Barratt  
(Secretary, Department of Defence)  
Mr P. O'Neill  
(Assistant Secretary, Awards and National Symbols Branch,  
Department of the Prime Minister and Cabinet)

##### **Secretary**

Mr Martin Bonsey

**APPENDIX I**

**THE ORDER OF AUSTRALIA  
AWARDS CONFERRED IN THE GENERAL DIVISION  
AUSTRALIA DAY 1999 AND THE QUEEN'S BIRTHDAY 1999**

CATEGORY		NUMBER OF NOMINATIONS CONSIDERED	TOTAL AWARDED	% AWARDED	AWARD LEVELS			
					AC	AO	AM	OAM
Architecture	M	7	5	72			3	2
	F	2	1	50			1	
The Arts	M	31	20	65			10	10
	F	30	16	53			2	14
Business & Commerce	M	49	26	53	1	6	12	7
	F	2	2	100			1	1
Community & Migrant Assistance	M	37	15	41			3	12
	F	9	7	78			1	6
Community	M	458	240	53	1	10	33	196
	F	277	159	58	2	3	23	131
Conservation	M	24	20	83		1	6	13
	F	9	7	78		1	1	5
Dentistry	M	1	1	100			1	
	F							
Disabled	M	15	11	74			2	9
	F	17	11	65			3	8
Education	M	30	15	50		1	6	8
	F	30	14	47			6	8
Engineering	M	11	5	46		2	3	
	F							
Industrial Relations	M	2	1	50			1	
	F							
International Relations	M	13	6	46			2	4
	F	4	2	50			1	1
Law	M	21	10	48	1	1	5	3
	F	3	1	34		1		
Library Services	M	1						
	F	1						
Local Government	M	29	18	62			5	13
	F	5	2	40				2
Media & Communications	M	10	6	60			2	4
	F	5	3	60		1		2
Medicine	M	70	36	52		7	19	10
	F	23	15	65	1	1	8	5
Mining	M	5	5	100		2	1	2
	F							
Parliament & Politics	M	10	6	60		2	2	2
	F							
Primary Industries	M	38	24	63		5	8	11
	F	1	1	100			1	
Public Service	M	27	16	59	1	6	8	1
	F	2						
Religion	M	13	10	77			6	4
	F	5	4	80				4
Science and Technology	M	25	13	52	1	3	7	2
	F	5	4	80		1	3	
Sport & Leisure	M	69	39	57		1	4	34
	F	21	13	62		1	3	9
Surveying & Mapping	M	2	1	50				1
	F							
Tourism	M	9	5	56		1	1	3
	F	1	1	100				1
Transport	M	5	2	40		1		1
	F							
Veterinary Science	M	5	5	100			2	3
	F	1	1	100				1
TOTAL	M	1017	561	55	5	49	152	355
	F	453	264	58	3	9	54	198
		1470	825	57	8	58	206	553

APPENDIX J

THE ORDER OF AUSTRALIA  
 AWARDS CONFERRED IN THE GENERAL DIVISION  
 QUEEN'S BIRTHDAY 1975 TO QUEEN'S BIRTHDAY 1999

CATEGORY		NUMBER OF NOMINATIONS CONSIDERED	TOTAL AWARDED	% AWARDED	AWARD LEVELS					
					AK *	AD *	AC	AO	AM	OAM
Architecture	M	144	75	52			1	21	47	6
	F	5	2	40					1	1
The Arts	M	968	533	55			18	78	238	199
	F	555	324	58		1	5	27	108	183
Business & Commerce	M	1106	566	51	2		21	139	290	114
	F	55	34	62				2	22	10
Community & Migrant Assistance	M	694	288	42				9	54	225
	F	189	102	54					8	94
Community	M	7928	3199	40			17	83	512	2587
	F	4131	2036	49			7	45	259	1725
Conservation	M	288	169	59				15	55	99
	F	111	66	59				5	13	48
Dentistry	M	122	54	44				4	35	15
	F	5	1	20					1	
Disabled	M	344	211	61				1	64	146
	F	345	226	66				3	43	180
Education	M	867	432	50	1		12	83	196	140
	F	394	223	57			3	14	87	119
Engineering	M	248	135	54				28	83	24
	F	2	2	100					2	
Industrial Relations	M	273	172	63			3	18	82	69
	F	15	12	80				2	4	6
International Relations	M	161	64	40			2	10	31	21
	F	66	34	52				4	18	12
Law	M	296	145	49	1		33	42	53	16
	F	24	11	46			2	4	5	
Library Services	M	18	8	45				1	5	2
	F	21	10	48					5	5
Local Government	M	1087	520	48				4	114	402
	F	110	51	47				2	12	37
Media & Communications	M	366	167	46			3	17	84	63
	F	48	23	48				5	9	9
Medicine	M	1322	608	46			16	140	327	125
	F	493	281	57			5	25	113	138
Mining	M	78	48	62			3	15	23	7
	F	1	1	100					1	
Parliament & Politics	M	281	134	48	2		18	56	42	16
	F	30	9	30		1		3	3	2
Primary Industries	M	624	353	56			1	34	150	168
	F	19	13	68					3	10
Public Service	M	1105	674	61	5		38	155	263	213
	F	182	89	49				3	21	65
Religion	M	469	151	32			2	12	69	68
	F	42	11	26				1	2	8
Science and Technology	M	372	191	51	1		16	66	87	21
	F	39	33	85			2	9	17	5
Sport & Leisure	M	1732	920	53			1	14	178	727
	F	435	281	65				3	28	250
Surveying and Mapping	M	7	3	43					1	2
	F									
Tourism	M	90	45	50				4	18	23
	F	15	6	40					1	5
Transport	M	225	93	41			2	13	44	34
	F	11	6	54				1	2	3
Veterinary Science	M	34	19	56				2	11	6
	F	2	1	50						1
TOTAL	M	21249	9977	47	12		207	1064	3156	5538
	F	7345	3888	53		2	24	158	788	2916
		28594	13865	48	12	2	231	1222	3944	8454

\* Awards at this level were removed in 1986

## **GLOSSARY**

<b>AEs</b>	Additional Estimates
<b>APS</b>	Australian Public Service
<b>EEO</b>	Equal Employment Opportunity
<b>FOI</b>	Freedom of Information
<b>GHO</b>	Government House Officer
<b>NESB</b>	Non-English Speaking Background
<b>OH&amp;S</b>	Occupational Health and Safety
<b>SES</b>	Senior Executive Service

**ALPHABETICAL/COMPLIANCE INDEX**

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